



<p>Heart of Ohio Family Health Centers Development Officer</p>

Summary: The Development Officer will have a passion for the mission of Heart of Ohio Family Health and will work closely with the Director of Marketing and Development to develop, implement, and oversee strategies designed to promote philanthropy and increase donors at all levels.

Reports to: Director of Marketing and Development

Supervises: n/a

Dress Requirement: Business Casual in accordance to Heart of Ohio Family Health Centers dress code policy

Work Schedule: Full Time Position

Exempt:

Non-Exempt

Job Duties: These are considered essential to the successful performance of this position:

- Foster a culture of philanthropy and ensure that fund development is executed in keeping with the organization's values, vision, and mission.
- Develop and implement strategic plans for annual giving, major donors, corporate and individual appeals, digital, and special events in collaboration with the Director of Marketing and Development.
- Create and maintain accuracy of donor tracking systems and database, while ensuring confidentiality of donor information.
- Oversee strategy and execution for donor engagement, identification, cultivation, solicitation, securing and stewarding individual, foundation and corporate donors on an ongoing basis.
- Create a robust system for thanking donors and encouraging increased giving.
- Maintain accountability and ensure compliance with all regulations and laws, as well as the code of ethics for fundraising professionals.
- Develop and manage monthly reports on funding activity (actual vs budgeted) to share with the leadership team.

- Lead all efforts for fundraising related events including planning, logistics and implementation.
- Help to recruit, train, and motivate fundraising volunteers.
- Keep abreast of developments in philanthropy and fund development.
- Other duties as assigned.

Job Qualifications: (Experience, Knowledge, Skills and Abilities)

- ✓ Minimum of 3-5 years of experience in non-profit fundraising, communications, or related work
- ✓ Excellent written and verbal communication skills
- ✓ Self-motivated, disciplined with a strong work ethic
- ✓ A strong track record of being able to both create and implement fundraising strategies
- ✓ Strong project management, multitasking, and decision-making skills
- ✓ Event planning and volunteer management experience
- ✓ Knowledge of traditional and emerging trends in fundraising including annual giving, donor relations, and major gift campaigns
- ✓ Knowledgeable in the following software:
 - All Microsoft software (Excel, Word, PowerPoint, Access, Outlook, Project)
 - Google Software
 - Fundraising Software

Education:

Minimum education requirements include Bachelor’s degree in communications, journalism, business or related field.

Equipment Operated:

Telephone	Computer	Printer
Fax machine	Copier	Other office equipment as assigned

Facility Environment:

All facilities are a medical office environment with front-desk reception area, separate patient examination rooms, pharmacy stock room, business offices, hallways and private toilet facilities. All facilities have the main ground floor and ADA compliant.

Physical Demands and Requirements: these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = occasional bending from the waist and knees

- Reaching = occasional reaching no higher than normal arm stretch
- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files
- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person's voice
- Visual = ability to safely and accurately see and react to factors and objects in a normal setting
- Speaking = ability to pronounce words clearly to be understood by another individual

Indicate Frequency of Factors that Contribute to this Position:

<i>Factor</i>	<i>Frequency, 0 = never, 1 = occasionally, 2 = normally, 3= often, add explanation where needed</i>
Normal, steady work pace	1
Randomly changing work pace	2
Fast, sometimes chaotic, high stress work pace	1
Independent decisions made without supervision	3
Exposure to trauma, grief, death, etc	1
Exposure to disease or bacteria	2
Handles closed containers or vials of patients' bodily fluids or tissues	0
Required to wear safety clothing or equipment	0
Handles money or financial accounts (cash, checks or credit cards)	0
Interacts personally with public and business associates	3
Interacts with public and business associates via the telephone, letter, or other non-face-to-face measure	3