



## **Job Title: Fund Development & Communications Manager**

Clackamas Volunteers in Medicine (CVIM), located in Oregon City, OR, is hiring a .6 FTE Fund Development and Communications Manager to be part of the leadership team responsible for growing and sustaining the organization. CVIM is a community-supported nonprofit providing free primary medical care to low-income and uninsured adults living in Clackamas County.

Reporting to the Executive Director, the Development and Communications Manager will be responsible for actively supporting the fundraising and communications activities of CVIM.

The Development Manager works closely with the Executive Director, the Board Chair, board members and volunteers to identify, solicit and steward gifts in support of CVIM's mission. Responsibilities include but not limited to donor prospecting, inspiring and leading volunteers, coordinating annual appeals, event planning and planned giving, managing the donor database (eTapestry) and shaping the agency social media presence. An integral and essential role is the development of effective, targeted communications to all stakeholder groups, continually seeking to inform, inspire and raise the visibility of the organization in the community.

### **Ideal Experience/Qualifications:**

- Passion for Health Care
- Fund development experience, and a passion for learning more.
- Strong written and verbal communication skills, research, and organizational skills
- Experience and comfort working with volunteers and board of directors preferred
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative
- Demonstrated ability to think strategically, thorough understanding of strategic development and demonstrated ability to prospect, cultivate, and manage new accounts
- Strong partnership-building and event planning skills.
- Strong computer skills and proficient with Mail Chimp and Microsoft Office programs
- Bachelor's degree and/or equivalent prior experience.

### **Compensation and Benefits**

- Part time salary range \$23k - \$25K, commensurate with experience.
- Exempt position, flexible schedule, inspiring work environment.
- Position reports to the Executive Director.

**How to Apply:** Email a thoughtful cover letter and resume to [executivedirector@clackamasvim.org](mailto:executivedirector@clackamasvim.org) . No phone calls or faxes will be accepted. Open until filled.

Clackamas Volunteers in Medicine is an equal opportunity employer and strongly encourages applications from people of color, women, persons with disabilities and LGBTQ applicants.