

**SHINGLETOWN MEDICAL CENTER
JOB DESCRIPTION**

JOB TITLE: Development Coordinator

DEPARTMENT: Administration

REPORTS TO: CEO

SUPERVISES: Event Volunteers

EMPLOYMENT STATUS: Irregular Part time, Non-benefited

WAGE: \$15.00 per hour

ACCESS TO PHI: No access to ProEHR or ProPM

LAST REVISION DATE: 01/18/2019

JOB SUMMARY – Reporting to the CEO, the Development Coordinator is an integral part of a nonprofit organization. The Development Coordinator assists with planning, development and implementation of SMC events, including fundraising, major donor activities, and approaches to individuals, foundations and corporations. The Development Coordinator will work with the CEO to achieve the fundraising goals/objectives and implement community “friend raising” events.

EDUCATION, CERTIFICATIONS, AND QUALIFICATIONS:

1. High School Diploma or GED required

KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to understand, read, write and spell in English correctly
2. Knowledge of clinic philosophy and operating procedure
3. Computer literate
4. Knowledge of computer systems and applications
5. Previous experience working with volunteers is desirable
6. Must have a combination of both education and experience in planning implementing and evaluating fundraising efforts
7. A combination of experience in planning, implementing and evaluating fundraising efforts is desired.
8. Ability to exercise initiative, judgment, problem solving and decision-making
9. Ability to communicate in various written forms
10. Ability to organize work to achieve timely goals and objectives
11. Ability to demonstrate excellent interpersonal skills with expertise in working with the public and in networking in the greater community

DUTIES AND RESPONSIBILITIES:

1. Coordinates Annual Health Fair and similar events in cooperation with the Admin. Team.

2. Provides hands on support for SMC fundraising activities including overall planning and coordinating of special events.
3. Establishes and maintains a donor database for ongoing giving; identifies and engages potential individual and corporate contributors; prepares and mails thank you letters to donors; and provides year end giving statements for donor tax records
4. Provides staff support to the SMC Board of Directors for their fundraising efforts
5. Works effectively with all volunteers and staff by sharing ideas in a constructive and positive manner; listens to and objectively considers ideas and suggestions from others; keeps commitments and keeps others informed of work progress, timetables and issues
6. Maintains social media sites as needed
7. Performs other duties as may be required or assigned

GENERAL AGENCY DUTIES:

1. Fosters an environment that promotes trust and cooperation among all staff and volunteers of SMC
2. Adheres to clinic policies and procedures to ensure that the policies of SMC are followed.
3. Safeguards the confidentiality of all donor information.
4. Informs CEO of matters of general interest and problem areas such as are determined or discovered
5. Attends all SMC mandatory meetings and other meetings as requested

CUSTOMER SERVICE – Participates in customer service related issues; adheres to the following customer service values created by SMC:

1. We strive to treat patients, volunteers, donors and each other with respect, courtesy and compassion
2. We believe that it is everyone's responsibility to identify problems, take ownership, and contribute to solutions
3. We promote teamwork and cooperation to create an environment that maximizes efficiency and satisfaction
4. We actively encourage open communication and mutual education

PERSONAL/BEHAVIOR:

1. Develops rapport across a broad range of personalities
2. Displays cheerful demeanor and makes positive comments when on duty
3. Refrains from participation in harmful gossip, dysfunctional group interactions and divisive behavior
4. Displays courteous and professional behavior in all interactions with the public
5. Works cooperatively with other staff and volunteers
6. Displays flexibility in accepting, changing or carrying out assignments
7. Displays sensitivity in a culturally diverse environment
8. Adheres to SMC's fragrance-free policy

PERSONAL APPEARANCE:

1. Neat and clean with a professional appearance; refer to the Clinic Dress Code in the Employee Handbook