



DEVELOPMENT & COMMUNICATIONS DIRECTOR

JOB SUMMARY

The Development & Communications Director will be responsible for the development, coordination, and successful execution of philanthropic and communications programs for the Thomas Health Foundation. Working with the Executive Director and staff, the Development & Communications Director will implement strategies in the areas of donor cultivation, special events, sponsorships, annual fund campaign, employee giving and volunteer management. Community engaged and relationship focused, the Development & Communications Director will utilize social media and e-platform technology to increase reach and build the Foundation's donor support. The Thomas Health Foundation, through excellence in philanthropy practices and cultivating giving relationships, provides valued resources that support Thomas Health's mission to deliver compassionate and exceptional healthcare to improve the well-being of the communities it serves.

EDUCATION

- Bachelor's degree

EXPERIENCE

- Demonstrated track record of successful accomplishment in fundraising preferably with significant foundation/nonprofit organization.
- Experience with all aspects of nonprofit fundraising and development including donor cultivation, major gifts, planned giving, grants, employee giving, special events, sponsorship programs and online fundraising.
- Experience with the various aspects of communications, including website management, social media platforms, promotional material development and external/internal communications.
- Event management experience.
- Donor management system experience, Raiser's Edge preferred.
- Volunteer management experience.
- Minimum 3 years' experience.

SKILLS NEEDED

- Knowledge of Salsa Labs donor management system preferred.
- Knowledge of Canva preferred.
- Preferred: Knowledge of Microsoft Office programs, including Word, Excel and PowerPoint.

JOB SPECIFIC REQUIREMENTS

- Under the supervision of the Executive Director, the Development & Communications Director is responsible for developing and executing strategies that demonstrate excellence in philanthropy practices and communications.
- Coordinates and secures all sponsorships leading to the planning and execution of successful fundraising events and programs.
- Assists with the development and execution of all fundraising events and programs.
- Ability to work independently, prioritize projects and manage multiple tasks at any given time.
- Ability to adhere to all Foundation policies and procedures.
- Excellent interpersonal communication skills, oral and written including ability to participate in public speaking events.
- Demonstrated ability to build effective and collaborative relationships with a wide set of constituencies.
- Anticipates problems and identifies solutions.
- Must demonstrate initiative, common sense and the ability to deal with problems that may arise in a professional manner.
- Ability to meet deadlines.
- Excellent analytical, organizational and management skills.

HOURS OF WORK

- Must be able to work scheduled hours as dictated by business needs including limited evenings and weekends.

TO APPLY

Apply online at Thomas Health:

<https://pm.healthcaresource.com/cs/thomashealth/#/search>. Search for "Development & Communications Director". Applications will be accepted until the position is filled.