

## **Good News Clinics Development & Communications Director**

### **Purpose:**

The Development & Communications Director develops and implement strategies for securing funds from individual donors, businesses, churches, and organizations by communicating GNC's mission and needs. This position spearheads all fundraising events and projects and helps with oversight and management of grants. This position works in conjunction with the Executive Director and Board to succeed in raising a large part of the clinics' budget.

### **Essential Duties:**

1. Develop a fundraising plan to identify strategic sources of funding for GNC which can be sustained and increased over time and will provide for more predictable and consistent revenue streams to support GNC's operating expenses
2. Manage grants team's research, applications, and outcomes management in conjunction with the Executive Director
3. Work with Executive Director to ensure complete and accurate financial statements
4. Compose written and electronic communications to donors (3-6 times/year)
5. Develop informational packet for corporate giving, service opportunities and sponsorship
6. Provide promotional materials to increase awareness of the clinic
7. Support Executive Director's schedule for public speaking events to promote GNC, filling in as the clinics' representative as needed
8. Oversee social media and maintain website
9. Maintain current donor database (Blackbaud's E-Tapestry)
10. Oversee timely and appropriate acknowledgement of donations

### **General Description:**

The Development & Communications Director will lead in enlisting financial support for the mission of the clinics. This position requires promoting the clinics' mission from various platforms, enlisting various communication modes to reach potential donors and producing literature/programs to educate the community on the need for our services. This position will ensure that opportunities to partner are well communicated to a variety of sources to solve the gap in healthcare coverage in Hall County.

**Experience & Education:**

1. Previous fundraising experience with proven outcomes
2. Design and communication experience
3. Basic understanding of budgets and financials
4. Excellent written and verbal skills
5. Strong organization skills with the ability to multi-task
6. Bachelor's degree related to job requirements
7. Proficiency in Microsoft Word, Excel

**Working Conditions & Physical Demands:**

This is a full time, 32-hour per week position with working hours to be determined by mutual agreement. The clinics are open 8:30 AM-5:00 PM Monday-Friday and two Saturday mornings per month. Candidate must uphold professional standards and appearance representing GNC in various settings in the community.

**Special Considerations:**

The Development & Communications Director will work in conjunction with the Executive Director and Grants Team to meet financial goals for the clinics. This position will report to the Executive Director and will have access to confidential information and financial statements and must exhibit professional demeanor and confidentiality regarding this information.

**General Notes:**

GNC is a Christian ministry that provides free medical, dental, and specialty referral care to low-income, uninsured Hall County residents. GNC strives to treat each patient with the utmost respect and kindness without regard to race, gender, or religion. We strive to exhibit Christian values with each other and everyone that enters our doors. To this end, we have strong partnerships with local churches that support our mission. Each employee and Board Member is an ambassador for the clinic to our community and beyond.