



Job Title: Director of Development

About Us

Be a part of a growing and reputable Team that is making an impact in their community! FoundCare, Inc. is a non-profit health care provider with convenient locations in Palm Beach County. FoundCare's mission is to fulfill unmet healthcare and social service needs of individuals and families in Palm Beach County. In order to accomplish this mission, FoundCare operates a Federally Qualified Health Center that offers pediatric and adult primary care, chronic disease management, infusions, behavioral health counseling, laboratory work, X-rays and dentistry, as well as an on-site pharmacy.

PRIMARY PURPOSE:

FoundCare, Inc. is seeking an experienced, dynamic, personable, professional to lead its development activities, including but not limited to public relations, events planning, and communications strategy.

The successful applicant should have a proven track record in non-profit public relations and development, with grant writing a plus. Must be able to work with a diverse array of team members and constituents, and have strong multi-tasking capabilities and ability to be flexible in thought and action. Lead Development Department to successful achievement of its annual goals through a variety of activities, including implementation of communication plan, events plan, grant submissions, and individual, corporate, and foundation donor cultivation.

ESSENTIAL JOB FUNCTIONS:

In collaboration with COO, develop annual development goals to be approved by CEO.

In collaboration with Communication Coordinator, develop semi-annual communication and event plans with specific action steps to be achieved each month for review/approval by the CEO. Plans to be submitted in February and August each year. Implement the plans as developed and approved.

In conjunction with Communications Coordinator, recruit, train, support, and coordinate a Development Committee consisting of board members and community volunteers to conduct annual fundraising event and activities that are in alignment with the development goals for the year.

Research grant opportunities and determine funding opportunities that are appropriate for the agency.

Develop and submit grant applications to foundations, corporations, government entities.

Maintain and update files of standard grant application attachments including, but not limited to, tax certificates, bylaws, articles of incorporation, memorandums of agreement, letters of support, bio-sketches of key agency staff, etc.

Represent agency in public forums as requested by CEO. Meet with potential donors, provide facility tours, and cultivate agency relationships with potential donors, sponsors, funders, etc.

Maintain agency spreadsheets/databases, mailing lists.

Attend agency staff and other meetings in the community as assigned.

Maintain client and family confidentiality.

Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to write needs assessments, program objectives and outcomes, evaluation plans, and other components of grant applications.

Ability to develop effective communication with staff, clients, segmented target audiences, potential donors, sponsors, and stakeholders, and maintain professional conduct in the work place.

Ability to effectively supervise and motivate staff and volunteers to achieve agency goals.

Ability to orally communicate effectively with others without the use of an interpreter.

Ability to communicate effectively in writing using the English language without the use of auxiliary aids or services.

Ability to effectively work on multiple projects and events that overlap in timeframe.

Ability to work with diverse groups of individuals, including Board members, volunteers, and agency staff to achieve organization's overall goals related to maintaining a positive image in the community and fundraising.

Clear understanding that FoundCare provides information to educate individuals on safer sex practices which would include but not be limited to, exposure to explicit language, explicit printed material, and descriptions of explicit sexual activities as part of the agency's mission in the prevention and transmission of HIV disease.

PHYSICAL REQUIREMENTS:

Ability to endure short, intermittent, and/or long periods of sitting and/or standing in performance of job duties.

Ability to travel to all agency offices and off-site locations and attend meetings, workshops, seminars plus travel to other agency departments and conference rooms.

Accomplish job duties using various types of equipment/supplies, e.g. pens, pencils, calculators, computer keyboard, telephone, etc.

Ability to lift and carry objects weighing up to 25 pounds over distances of up to 300 feet.

MINIMUM QUALIFICATIONS:

Experience in public relations, development, and grant writing.

Must be self-motivated, able to learn quickly and be detailed oriented.

Skilled professional able to work with diverse individuals.

Strong communication skills – written and verbal.

Strong interpersonal / networking communication skills.

Requires strong logic and analytical skills.

Multi-task skills essential.

Needs to be able to take direction from Senior Management.

Ability to type a minimum of 30 words per minute and basic proficiency in computer skills, including proficient use of Outlook, MS Word, and Excel. Skilled in the use of Facebook, and other relevant social media.

Background in health education, HIV/AIDS, health issues a plus.

Valid Florida driver's license, automobile insurance and reliable automobile.

FoundCare offers an excellent compensation package including:

- Competitive base salary
- Full Suite of benefits
- Generous Paid Time Off
- Company-Paid Holidays
- Support and empower professional growth
- Career advancement
- Great work environment - we have the BEST employees

FoundCare, Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Please email cover letter and resume to: rikp@foundcare.org