

**Senior Charity Care Foundation**  
***Development Director***  
**Job Description**

**About the Company**

Founded in April 2011, the Senior Charity Care Foundation is a non-profit organization dedicated to improving the quality of life for our elders in need. We assist seniors 55+ who reside in care facilities and senior apartments along the Wasatch Front and require health care services such as eyeglasses, hearing aids, and dental care. In 2015, we developed a mobile dental clinic program to help control the costs of dental care, taking the services directly to seniors. Our vision is to serve the Intermountain West. We currently assist seniors who reside in seven northern Utah Counties.

**Job Purpose**

The Development Director position is a full-time salaried position designed to coordinate the fundraising and development efforts of SCCF through annual fundraising activities. The Development Director strategically aligns campaigns and communication with organizational priorities to ensure that SCCF's needs are met each year. The Development Director utilizes excellent communication skills and knowledge of moves management strategy to grow a significant portfolio of donors. The Development Director reports to the President.

**Primary Duties and Responsibilities**

The Key Responsibilities are intended as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Key Responsibilities include:

Develop fundraising plan to meet the Program Needs of SCCF through coordination with program managers:

- Works with SCCF staff to ensure that the various programs and opportunities are funded and staffed, annually and in a timely manner.
- Conducts research and meets with prospective corporate donors, coordinating with the contracted grant writer, and writes corporate grant proposals, applications, and reports as appropriate; coordinates with the President to fund the SCCF programs and opportunities.
- Plans and executes meaningful events, which promote and raise funds for SCCF constituents, including the Hope Benefit, volunteer events, MDC tours, paint nights or other opportunities, and potentially in-home fundraisers.
- Supports the Program Directors with planning and execution of meaningful volunteer fundraising and other activities that engage constituents and support SCCF initiatives.

**Donor Relations**

- Creates and maintains relationships with current and potential financial donors.
- Plans and executes the stewardship of recurring donors.
- Utilizes moves management strategy to effectively track the donor journey.
- Manages the schedule for and execution of mid-year, end-of-year, and annual acknowledgement of all donors and volunteers.
- Manages a portfolio of 50 mid-level donors.
- Coordinates appropriate gift stewardship activities.

**Marketing and Communications**

- Plans and executes activities around Annual Campaign, including appeals, board matching challenge, tracking, and stewardship.
- Coordinates the timely creation and updating of development materials, including marketing materials, annual report, swag, and new donor welcome packets.

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- Facilitates the creation and mailing of development-related communications, including the Donor Appreciation E-Newsletter, solicitation letters, and thank-you letters.
- Maintains the fundraising budget

Other duties as assigned by the President.

This description is representative of the position requirements and is not intended to be all-inclusive.

Senior Charity Care Foundation is an equal opportunity employer.

SCCF will consider hiring a full-time Development Director with the following characteristics and qualifications:

- Exceptional and warm interpersonal skills: ability to interact effectively with team members, community leaders, board members, prospects, donors, and a variety of volunteers.
- Demonstrated effective problem solving, analysis, and decision-making skills.
- Results-driven, with commitment to data excellence and the use of data, combined with critical thinking skills, to drive strategic fundraising decisions.
- Capacity to excel in a team environment or independently, and to adapt to a rapidly changing environment with emotional consistency.
- Openness to feedback, a willingness to take personal responsibility for the affairs of the network, and the ability to learn from one's mistakes.
- Values continuous improvement both for self and development projects.
- Personal and professional integrity with willingness to abide by the Donor Bill of Rights, the AFP code of Ethics, and the SCCF Vision, Mission, and Core Values.
- Demonstrated personal commitment to and enthusiasm for SCCF's mission and financial success.
- Bachelor's degree required; 2-4 years minimum of fundraising experience preferred.
- Technological proficiency using Google Suite and Microsoft Office, (especially Word, Excel, and Publisher), social media, willingness to learn the Adobe Suite of programs including Photoshop, InDesign and Adobe Illustrator, and the donor database (NEON).