

Job Title: Director of Development

Organization: Permian Basin Rehab Center

Location: Odessa, TX

Closing Date: 10/30/2020

Job Purpose: The Director of Development is responsible for developing and maintaining comprehensive private and public sector fund-raising programs on behalf of the PBRC to include developing planned and recurring giving. The Director of Development coordinates with the Executive Director to cultivate and foster donor relations, as well as pursue grants and foundation funds. The Director of Development reports to the Executive Director.

Duties and responsibilities: Organize and coordinate fund raising events. • Develop and implement new income sources. • Coordinate with the Executive Director to pursue income sources through grants and foundations. • Coordinate an active and aggressive public relations campaign. This includes social media campaigns and website updates. • Research and maintain accurate records concerning fundraising. • Recruit, manage, train, and recruit volunteers for fund raising events. • Liaison with potential supporters of the PBRC for maximum resource development. • Communicate with donors, media, civic groups and community leaders in a variety of speaking engagements. • Follow and maintain procedures set forth in the Permian Basin Rehabilitation Center Human Resource Manual, Standard Operating Procedures and Safety Manual • Preserve and protect patient confidentiality by complying and adhering to prescribed policies, procedures and HIPAA regulations outlined by Permian Basin Rehabilitation Center • Maintain a safe and clean working environment. • Comply with all safety and infection control procedures, rules and regulations. • Demonstrate professionalism and maintain consistent and reliable attendance. • Perform all other duties as assigned by the Executive Director

Skills and Knowledge Required: Bachelor's degree or higher level of education • Excellent written language skills primarily in grammar, punctuation, and syntax. • Effectively communicate in a polite and professional manner with patients, volunteers, board members, donors and community members. • Good computer skills • Effective time management skills • Good problem-solving skills • Citizen of the USA or authorized to work in the USA

Working conditions: The position of Director of Development involves working and communicating verbally and in writing to staff, patients and their families, board members, donors, foundations and community leaders. There are periods of time that work is done primarily on the computer.

Physical requirements This position may require lifting and the moving of objects during fundraising events such as The Great American Steakout and the PBRC Annual Telethon.

Direct reports: The Director of Development supervises the Development Coordinator and Development Administrative Assistant.

How To Apply: Contact Kim Ortega at 432-332-8244 or email resume to kortega@pbrehab.com

