

Volunteer Hospice of Clallam County (VHOCC)

Job Description

Position: Development Director

Status: Full-time, exempt

Salary range: \$75,000-\$85,000 annually

Open Date: Currently hiring

Closing Date: When filled

Instructions: Please send a cover letter and resume to Anita Chilton, Office Administrator, via email to anita.c@vhocc.org.

Position Summary

This position is a rare and rewarding opportunity for an enthusiastic Development Director to lead Volunteer Hospice of Clallam County's fundraising strategy. The ideal candidate will have proven success establishing major gifts and planned giving programs and a broad skillset to innovate and manage across our various development programs. Our ideal candidate prioritizes relationships, mission, and team. The Development Director will design and implement bold fundraising strategies for our well-established and growing organization, working alongside the Executive Director.

The Development Director is a new role for the organization, well-positioned to continue to build upon our strong systems, committed volunteer base, and active donor base. VHOCC is an established, respected, and financially sustainable organization with incredible philanthropic potential.

Reports to: Executive Director

Our Mission and Who We Are

Mission

To provide free around-the-clock registered nursing availability to terminally ill patients, while supporting them and their families emotionally, physically, and spiritually with a team of trained volunteers.

Volunteer Hospice of Clallam County is one of the only free, community-supported nonprofit hospice care organizations in the nation. VHOCC has provided mission-driven compassionate care for the terminally ill, their caregivers, and their families for over 40 years. VHOCC is located on the beautiful Olympic Peninsula in Washington State. Our team includes a board of directors, nurses, mission support staff, and a large volunteer base who create a truly heart-centered work environment. Learn more about our origin story and legacy at www.VHOCC.org.

Principal Duties

- Responsible for designing, leading, and implementing the overall strategy and execution of fund development to deliver on annual revenue goals. This includes crafting and executing an integrated strategy to manage, grow, and solicit gifts in the following areas:
 - Annual giving
 - Planned giving
 - Corporate giving
 - Campaigns for strategic initiatives
 - Major Donors
 - Fundraising and Community Partner events
 - Grants and Foundation giving
- Manages portfolio of donors including maintaining a first-rate tracking system for acknowledgement, recognition, on-going communications, and continued cultivation of past and current major donors to enhance their relationship with VHOCC and increase the likelihood of continued contributions. Delegates tasks to and oversees volunteers on the donations processing team.
- Serves as the public face and primary relationship builder to internal, external, and potential stakeholders. Serves as the primary VHOCC representative to potential donors and community partners through presentations and speaking engagements. An active networker and ambassador of VHOCC.
- Proactively researches prospects, serves as the point of contact with prospective donors.
- Develops and presents personalized planned gift proposals to major donors in conjunction with the Executive Director.
- Manages grant funding: Identifies grant opportunities, writes grant proposals, and oversees program execution and reporting.
- Creates an effective culture of philanthropy across the organization, board, and stakeholders. Educates and inspires the team to engage donors and volunteers. Develops and assesses policies and procedures across the organization that are essential for a comprehensive donor relations program.
- Engages board members by training and motivating their fundraising efforts. Serves as a staff liaison with the board to provide information and resources for organizational success. Drives and inspires the board to meet or exceed board generated giving targets, including board members' personal giving.
- Collaborates with Volunteer Services Manager and Administrative Manager to maintain effective systems across the Mission Support Team.
- Co-chairs the Community Outreach Committee to plan outreach, community events, and communications.
- Manages organizational communications: monthly newsletters, social media, press releases, etc.

Desired Abilities

This is a new role for the organization, and as such the ideal candidate will have sufficient experience in this or similar roles to help the organization learn, grow, and innovate.

- Passionate about VHOCC's work and eager to shout it from the rooftops.
- Enthusiastic and capable leader who possesses a positive, "can-do" attitude.
- Takes initiative to research and learn (specifically in prospect research and community engagement).
- Enjoys consistently analyzing and improving systems.
- Must possess excellent project management skills including attention to detail, analytical and problem-solving skills. Ability to prioritize, meet deadlines and manage multiple tasks simultaneously.
- Knows how to build meaningful relationships across various communication channels: phone, video calls, email, in-person, and in casual and formal environments.
- Demonstrates exceptional communication skills through written, oral, interpersonal, and presentation skills, and has the ability to effectively engage with senior staff and board members and high-level community stakeholders.
- Commitment to and familiarity with the local community.
- Flexible, reliable, professional team player.
- A strategic high-level thinker as well as an effective tactical performer.
- Creative thinker who offers solutions when (or before!) problems arise.
- Ability to understand the importance of confidentiality.

Desired Qualifications and Experience

- Specific subject matter knowledge in nonprofit operations, fundraising, and donor relations best practices.
- Experience with fundraising in rural communities; demonstrated wins in planned giving and legacy planning is a plus.
- Confidence independently running an organization's Development efforts.
- Bachelor's degree and a minimum of 5+ years of fundraising or stewardship experience, or a relevant equivalent of professional experience.
- Experience closing six- and seven-figure philanthropic commitments.
- Ability to develop persuasive PowerPoint and other types of presentations.
- Solid proficiency with technology including MS Office: Excel, PowerPoint and database knowledge.
- Experience with Bloomerang is a plus.

Other Requirements

- Performance of job duties requires occasional travel within Clallam County.
- Successfully pass criminal background check.
- Ability to lift 20 lbs.
- Attend occasional offsite events and community engagements.
- Requires the ability to alternatively sit and stand for sustained periods of time.

Compensation and Benefits

- \$75,000-\$85,000 annually
- Paid holidays and generous PTO
- Employer sponsored health benefits (medical, dental, vision)
- Employer sponsored 401(k) plan
- Professional Development and Continued Education Opportunities
- Culture of healthy work-life balance offering flexibility with work schedule
- Relocation reimbursement up to \$1,000

Work Environment and Location

- Work is performed primarily indoors at the Port Angeles office in a socially-distanced office.
- Essential duties may involve occasional kneeling, squatting, crouching, stooping, crawling, standing, bending, or climbing.
- Duties may require carrying a cell phone.
- VHOCC adheres to Governor Inslee's vaccination mandate requiring employees of healthcare organizations to provide proof of vaccination against COVID-19.

Our Hiring and Process

- Resumes will be reviewed on a rolling basis until the position is filled.
- Phone interviews with qualified applicants will be scheduled first, and finalists will be invited to one to two rounds of in-person or video interviews.
- The interview panel will inform candidates of when they can expect to receive communication about job offers.

VHOCC's Equal Employment Opportunity Policy

Volunteer Hospice of Clallam County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.