

## **Associate Director of Philanthropy - Essential Functions**

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- Provide leadership to obtain financial and other support for Grace Medical Home to sustain its work including planned, annual and deferred giving, individuals, foundations and corporations.
- Steward, cultivate and nurture relationships with board members, current and potential corporate and foundation sponsors, and individual donors to secure major gifts.
- Work with the Director of Philanthropy to create a comprehensive stewardship strategy for effective implementation.
- Help assist with researching and writing grants.
- Continuously monitor performance and outcomes of fundraising efforts and recommend improvements.
- In partnership with the Director of Philanthropy, CEO and Board of Directors, build and sustain relationships with current, new and potential major donors through the development of a comprehensive stewardship program.
- Able to maintain compliance with all GMH policies and procedures.
- Work creatively and collaboratively with GMH staff and volunteers to deliver services consistent with our mission, vision and values.
- Resolve conflicts productively and efficiently.
- Share your faith in Jesus Christ as the opportunity presents itself and represent the ministry of GMH in the community with integrity.

## **Other Related Functions**

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- Acts as a role model and resource person for staff.
- Participates in review and revision of policies and procedures.
- Establishes relationships with professionals of other nonprofit agencies within the community.
- Demonstrates effective verbal and written communication.

## **Education/Training**

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Minimum of 4-6 years of progressive responsibility in development field with a proven record of success in identifying, cultivating, soliciting and stewarding major gifts from individuals. Strategic thinker with the ability to manage short-term and long-term plans and goals with a record of achieving results. Experience raising money in the local market with established relationships with local business and community leaders. Demonstration of leadership in building and implementing development systems and structures to support significant growth. Bachelor's degree and/or equivalent prior experience. Understanding of community/national service and health care needs is a plus.

## **Acknowledgement**

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I have read and understand my job description, and I have discussed my job requirements and responsibilities with my supervisor.

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Employee Name

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Employee Signature

Date

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Supervisor Name

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Supervisor Signature

Date