



About the Agency: Health Imperatives is a non-profit community-based agency, predominantly serving families and individuals in Southeastern, MA including the Cape and Islands. Our mission is to improve the health and wellbeing of low-income or vulnerable families and individuals. We operate reproductive health clinics, nutrition assistance, domestic violence and sexual assault programs and a number of services and supports for young parents and youth.

JOB ANNOUNCEMENT

TITLE: Annual Fund and Special Events Manager

HOURS: Full-time

SALARY: \$70,000-\$75,000

LOCATION: Brockton

BENEFITS: Medical, dental, holiday, paid earned leave, retirement, etc.

OVERVIEW:

The Annual Fund and Special Events Manager is responsible for all aspects of annual fund and special event fund development activities in collaboration with the CEO, Director of Community Engagement (DCE), and Grants Manager. The Annual Fund and Special Event Manager will provide leadership on fundraising initiatives that include special events, major gifts, planned giving, sponsorships and donor cultivation.

SPECIFIC DUTIES:

Planning

- Develop and implement a comprehensive written annual resource development plan with strategies for donors and prospects in each constituent group including: individuals, faith groups, organizations, corporations, etc.
- Provide monthly reports to the CEO and DCE and the board which measure progress towards achieving the plan.
- Broaden HI's fundraising by developing approaches such as planned giving, solicitation of bequests, and peer to peer fundraising.

Gifts Cultivation

- Create and implement strategies for donor development and cultivation which will provide a diverse and sustainable funding base for HI.
- Keep up-to-date on current fundraising programs, practices and procedures used in the nonprofit sector and inform the leadership of items that would benefit HI.
- Create and implement major gifts program.
- Identify and pursue new sources of corporate and foundation funding.
- Build and maintain relationships with major donors of all types, develop strategies for solicitation, and solicit or coordinate the solicitation by other affiliate staff, board or volunteers, as appropriate.
- Develop and implement all aspects of direct donor mailings, appeal letters, and other donor mailings as needed.

Events

- Manage and oversee all fundraising events, including “friend-raisers,” and awareness-building events.
- Develop pathways for the business community to support HI and provide support to those groups that want to host an event.
- Work with appropriate staff and volunteers to ensure that all aspects of a successful event are coordinated towards a common goal.
- Develop and solicit sponsors for events as needed.

REQUIRED QUALIFICATIONS:

- Bachelor’s degree.
- Minimum of three years in the nonprofit sector, including at least 1-2 in a fundraising role.
- Excellent written and verbal communication skills, confident in public speaking
- Commitment to working with low-income and vulnerable individuals and families.
- Experience with constituency software and social media fundraising tools.
- Strong computer skills, including experience in Microsoft Office (i.e. Word, Excel, PowerPoint).
- Demonstrated ability to handle multiple projects simultaneously and grasp concepts and information quickly.

PREFERRED QUALIFICATIONS:

- Experience and contacts in Southeastern MA a plus

Please indicate on your cover letter the position you are applying for. Please note that resumes submitted without a cover letter will not be considered. This posting will remain open until filled. To apply, please visit our career page at www.healthimperatives.org/careers

HEALTH IMPERATIVES ENCOURAGES MULTI-CULTURAL AND MULTI-LINGUAL DIVERSITY IN ALL OF ITS PROGRAMS

AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER M/F/D/V