

Teen Health Connection
Job Description
Senior Development Officer

Teen Health Connection is a non-profit healthcare practice that provides comprehensive medical and mental healthcare and prevention and health education services for adolescents ages 11 to 22. Our mission is to improve the health of adolescents by providing physical and mental healthcare, education, advocacy and research through connections with teens, parents and the community. We have provided more than 156,000 comprehensive healthcare visits since 1992 and we ultimately hope to empower every adolescent to be healthy, safe and successful.

Job Summary:

The Senior Development Officer (SDO) provides strategic direction and leadership for all fundraising and development activities of Teen Health Connection including fundraising appeals, events, grants, and cultivation and stewardship of individual, foundation and corporate donors and funders. The SDO also provides input related to marketing and communications messages and materials. The SDO partners with Teen Health Connection's Executive Director and the Board of Directors to ensure that the organization has diversified funding streams to help to advance the mission and vision of Teen Health Connection.

Specific Responsibilities:

1. **Leadership Role.** The SDO reports directly to Teen Health Connection's Executive Director (ED) and serves as a member of the leadership team of Teen Health Connection's non-profit arm. The SDO supervises a Development Officer (DO) and is responsible for all management functions of the development team, including HR-related tasks and monitoring the fund development calendar. The SDO supervises gift processing, acknowledgement and reporting efforts and must have the ability to provide both strategic leadership and tactical support of all development efforts.
2. **Fundraising Appeals.** The SDO works with the DO to plan and execute electronic and direct mail appeals. The SDO provides direction related to graphic design, mailing lists, coordination with printers and mail houses and post-appeal gift processing and reporting.
3. **Events.** The SDO works with the DO to plan and execute Teen Health Connection's fund and friend raising events. This may include management of an extensive network of volunteers. The SDO may also plan and execute stewardship and cultivation events throughout the year.
4. **Grants.** The SDO stays abreast of funding opportunities and is responsible for writing grant applications, funding proposals and all required reports and/or delegating these tasks to appropriate members of Teen Health Connection's non-profit team.
5. **Donor Relationships.** The SDO strategically works with the DO and the ED to manage donor/funder relationships. The SDO works closely with Teen Health Connection's Board of Directors, attends Board and committee meetings, as required, and provides the Board with a variety of reports related to fundraising efforts. The SDO maintains a close relationship with Teen Health Connection's past presidents and its major donors. The SDO is responsible for developing a major gifts program

and identifying donors that would be best suited for a major gifts case load. The SDO will have access to sensitive donor information and is expected to uphold confidentiality at all times.

6. **Marketing and Communications.** The SDO works closely with the marketing team and provides input for all marketing and communications materials that are connected to development efforts. The SDO ensures that there is consistent branding and messaging across a variety of communications vehicles so as to enhance the donor experience.
7. **Other duties as assigned.** The SDO will take leadership of other fund development and marketing and communications activities of Teen Health Connection as opportunities arise. This position requires the ability to work under pressure of frequent fundraising and special event deadlines. The SDO must be able to focus on and complete multiple tasks and projects in a timely manner.

Education, Training and Experience:

Candidates must possess a bachelor's degree; master's degree preferred. Successful candidates should have 5-10 years of development experience and be comfortable managing multiple projects and assignments simultaneously. This position requires exceptional written and verbal communication skills and effective interpersonal skills. Must have a strong working knowledge of and ability to effectively utilize donor management tools such as Donor Perfect, social media, Microsoft Office and other computer applications.

Physical Requirements:

The SDO must be able to lift and support the weight of boxes up to 30 pounds and have the ability to handle equipment and supplies related to community-based events and activities. The SDO must have the ability to drive to locations related to fundraising events and donor cultivation and stewardship.

Salary Range - \$50,000 - \$70,000 (depending on experience)

Benefits:

Through an exclusive community collaboration agreement with Atrium Health, the SDO will be an employee of Atrium Health and have access to the same comprehensive benefits available to all Atrium Health teammates.

Effective Date – Position available immediately. We are currently interviewing successful candidates and hope to fill this position as soon as possible. Hiring process will include background and reference check.

To apply, please submit your resume and cover letter to Libby Safrit at libby.safrit@teenhealthconnection.org.