



Director of Strategic Relationships & Stewardship

The Opportunity | *Advance Community Health*

Advance Community Health is one of 42 Community Health Centers (also known as Federally Qualified Health Centers) in North Carolina. Community Health Centers are private, nonprofit, patient-governed, community-directed organizations that remove common barriers to care by serving communities whose residents have historically experienced financial, geographic, language, cultural, or other barriers to receiving care.

Serving the Wake and Franklin County communities since 1972, Advance Community Health has been an anchor of quality, compassionate health care for more than 26,000 patients of all ages, backgrounds, and income levels.

Our community-based, patient-driven health centers provide a variety of services including primary care, pediatrics, dental care, nutrition education, behavioral health counseling, a 340B pharmacy, mobile health services, health care for the homeless programs, and so much more!

The Position | *Director of Strategic Relationships & Stewardship*

The Director of Strategic Relationships & Stewardship is responsible for increasing sustainable and diverse streams of revenue through strategic relationships and stewardship. The Director will work closely with Advance Community Health's leadership, board of directors, staff and volunteers to create, implement, and manage a comprehensive development and stewardship program.

A successful candidate will thrive on interacting with others and have a passion for Advance Community Health's mission. The candidate will be comfortable working independently and managing multiple priorities; he/she must enjoy a fast-paced environment with a focus on making a positive impact.

Duties and Responsibilities:

- Create and lead the organization's philanthropic strategies designed to meet the goals and objectives as defined by ACH's strategic plan.

- Works with the CEO, board of directors, and volunteer committees to plan, execute and facilitate fundraising strategies.
- Develops annual revenue goals and plans to diversify and increase the organizational budget to include foundations, corporate, and individual donors (major donors, smaller-level donors, online, etc.), as well as other appropriate sources.
- Serves as the primary staff liaison with the board committees and volunteer fundraising committees and as a resource to the CEO and board of directors on all matters related to fundraising.
- Oversees the stewardship, gift accounting, and reporting functions, ensuring that all donors receive personal and timely acknowledgment of their gifts. Oversees the management of the donor database.
- Execute effective donor cultivation, recognition, and stewardship of all gifts.
- Lead grant proposal strategy for grants and oversees writing of funding proposals.
- Prepares development reports, including plans, accomplishments, and challenges for leadership and board meetings.
- Leads and engages the senior management team in developing effective messages for new and broader donor audiences.
- Represent the organization and its mission to donors and others.

Essential Skills, Requirements and Preferred Qualifications

- Bachelor's degree required.
- Minimum 3 - 5 years of experience demonstrating competency in comprehensive development programs and community relations.
- Experience with grant research, writing, and reporting.
- Excellent communication, planning, and organization skills.
- Commitment to the organization's mission and values.
- Detail-oriented, self-motivated, and a team player.
- Proficient in Microsoft Suite and donor database systems.

An individual must be able to perform the functions/responsibilities listed below in a satisfactory manner. Nothing in this description restricts the right of management to assign or reassign duties and responsibilities to this job at any time without notice; however, Advance will make reasonable accommodations to enable individuals with disabilities to perform these functions.

This job description is not an employment agreement or contract.

Apply Here

Advance Community Health has retained Capital Development Services (CapDev) to assist with professional recruitment. Candidates should include a cover letter and a resume. All material will be kept confidential. Additional inquiries may be directed to Amy Bridges at search@capdev.com.