**Matthews Free Medical Clinic**

Development Director/Grant Writer: Full-Time, exempt. Reports to Executive Director.

The Development Director will be responsible for all aspects of grant writing. In addition, the Development Director will assist the Executive Director and Project Manager in planning, organizing and executing all of Matthews Free Medical Clinic’s fundraising endeavors.

The position will involve all aspects of grant writing, including research, organizing and required reporting. It will also include development and execution of new strategies including the solicitation of new major individual donors, corporate giving programs, assistance in event organization and execution. There will be a shared oversight of marketing and communication efforts. The chosen candidate will have proven experience in securing grants, engagement of individual donors, corporations and foundations. They will also have experience in nonprofit assessments, planning and creating new and diverse funding opportunities.

The person filling this position must understand the importance of grant writing, fundraising, community engagement, accounting and communicating the clinic's mission.

**Essential Responsibilities**

- In conjunction with the Executive Director, initiate, develop, maintain and implement annual development plan.

- In conjunction with the Executive Director, develop budgets and monitor expenses related to the development function. Maintain complete, accurate records of all grants, fundraising events and activities.

- Research corporate, organizational, faith community, foundation, civic, and individual donors, etc. to determine grants, sponsorships, gifts, events and collaborative activities in order to raise funds.

- Establish reporting structures to ensure timely completion of tasks and donor follow-up.

- Cultivate relationships with potential corporate and foundation supporters and individual donors.

- Secure financial support from individuals, foundations, corporations, civic organizations and faith-based partners, etc.

- Maintain accurate accounting of all income and its sources ensuring timely donor acknowledgement.

- Maintain processes and systems to support all development efforts as well as suggest possible new processes for improvements.

**Knowledge, Skills, Abilities and Personal Characteristics**

- At least two years of proven experience raising money through grants, individual and corporate giving programs, including major gifts, sponsorships and special events. Planned giving/bequests/endowment.

- Maintain all information in a confidential, organized and professional manner.

- Strong written and oral skills.

- Ability to multi-task and organize a must.

- Self-directed with ability to meet deadlines.

**Compensation & Benefits**

Job Type: Full-time

Salary: $50,000 - $65,000 based on experience

Benefits: paid time off, matching simple retirement plan, pre-tax vision and dental plan options

Schedule:

* Mondays – Thursdays: 8:30am – 4:00pm, Fridays: 8:30am – 1:00pm.
* In addition, fundraisers and community events when applicable.

Job Type: Full-time

Salary: $50,000.00 - $65,000.00 per year

Benefits:

* 401(k) matching
* Dental insurance
* Life insurance
* Paid time off
* Vision insurance

Schedule:

* Monday to Friday

Experience:

* grant writing and development: 1 year (Required)