



Job Posting

Title: Director of Development and Communications

Base Salary Range: \$125,000-\$148,000 plus benefits

FTE: Full-Time - Exempt

Our Mission: The Mission of South-Central Family Health Center is to improve the quality of life for the diverse Community of inner city Los Angeles by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. To lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient and culturally responsive services.

General Summary: Oversees the implementation of a strategic approach to fundraising by identifying, soliciting, and securing funding from public and private sectors that match the goals and objectives of SCFHC programs. Gather information from various departments and coordinate/write grant proposals for government, corporate and foundation funds. Follow up with grantors to determine/monitor grant status. Propose and/or coordinate grant reports and interface with funders to respond to information requests.

- In Collaboration with the Board of Directors Development Committee and the CEO develop an annual fundraising plan which includes the number of grants (foundation, corporate, government) that will be solicited per year, fundraising goals, prospects and timelines.
- Develop a portfolio of major gift donors/prospects and manage the fundraising strategy for these donors with primary responsibility for cultivation, and stewardship.
- Remains up-to-date on organizational goals, objectives and activities, creatively and strategically develops and manages a cohesive annual communications plan and media-relations strategy that energizes and attracts a diverse group of donors, professionals, and supporters to SCFHC's programs.
- Oversees government and foundation grant management by writing proposal narratives for and submitting applications (city, state, federal).
- Maintains current funder relationships and continues to broaden SCFHC's base of foundation funders by researching and cultivating new relationships.
- Ensures high data integrity standards and timely gift acknowledgments through overseeing procedures and proper management of donor customer relationship management system
- Establish and maintain internal and external relationships and execute growth and retention strategies to ensure that patient population growth is in alignment with SCFHC HRSA and UDS requirements.
- Design and implement comprehensive external and internal communication strategies that elevate the health center to varied audiences using tactics and channels including web, social media, earned media, events, search engine optimization, etc.
- Develop policies and procedures related to outreach and marketing strategies.
- Writes letters of inquiry/intent
- Prepares and submits grant applications as outlined in the fund development plan to generate funds for the organization
- Obtains/gathers data and statistics from various departments for grant application and reports
- Partners with staff leadership to effectively communicate program goals to funders, aligning communications strategy and calendar with outreach goals and internal messaging

Education and Experience Knowledge:



Job Posting

- BA degree in Writing, English, Journalism, Business Administration degree preferred, or an equivalent of education plus knowledge of community health programming
- Master's degree, a plus
- Certification with AGWA (American Grant Writer's Association), optional, but a plus
- Must have minimum 3- 5 years grant writing experience in nonprofit sector
- Experience working on HRSA grants and EHB portal, a plus

Skills and Abilities:

- Must be able to communicate effectively, in English, both verbally and written.
- Must have knowledge of and strong ties in the Los Angeles development community.
- Must be proficient fundraising software
- Commitment to the organization's mission
- Must be comfortable developing relationships and working with key stakeholders
- Knowledge of research methods and grant administration.
- Excellent written and verbal skills, advanced knowledge of MS Office applications, and experience using donor database
- Ability to read, analyze, and produce reports
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community

Top benefits or perks: As a team member at South Central Family Health Center, you'll enjoy competitive wages and generous benefits:

- Benefits: Health Care, Dental, Life Insurance
- 403 (b) Retirement Plan
- Education Reimbursement Career development: Entry-level employees have opportunities to work in management, HR or other areas of the company.

Contact/application information:

To apply please visit South Central Family Health Center's website at:

<https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>