



Donor Engagement and Communications Manager

Position Description: Full-time, salaried with benefits and pay commensurate with experience. Primarily remote work with flexible schedule, occasional nights/weekends as needed and in-office time for collaboration and organizational understanding. Candidate preferably located in middle or upper Florida Keys, however candidates within 90 miles of Tavernier, FL office and willing to travel as needed will be considered. Reports to Executive Director and has no direct reports.

Purpose: The focus of this position is to implement a multi-year engagement plan for both donors and constituents created in conjunction with Executive Director. Activities of this role will be directed towards raising awareness of organization and inspiring financial support. Success will be defined by increased number and retention of individual and foundation donors, effective expression of appreciation for supporters, and increased access to services by constituents.

Organization: Good Health Clinic is an independent 501c(3) that has provided healthcare access to low-income, uninsured residents of the Florida Keys for over 20 years. Through a small, team-driven staff, it operates 2 clinical sites and is a give-point for donated medical services by a robust network of individual providers, medical facilities, and organizations. Annually, the organization provides and coordinates \$4-6m in healthcare to those in need. We are driven by the core values of compassion, collaboration, and integrity.

Basic qualifications and skills needed:

- A minimum of a Bachelor's degree and 2 years of fundraising and communications experience
- Critical thinking, independently motivate to excel, and demonstrated team player
- Stellar interpersonal communication abilities with diverse array of people
- Strong ability to craft written content and on-brand messaging materials
- Fluent in basic business software, donor databases, social media and email platforms

Job duties:

Donor development & stewardship (30-40%)

- Manage and analyze existing donor database
- Implement annual appeal, general engagement efforts, and program updates for supporters
- Research and identify appropriate foundation-based grants and potential HNI donors
- Identify and facilitate regular giving from local professional and civic organizations
- With support of Executive Director, apply for grants and identify engagement opportunities

Events (30%)

- Function in leading role for annual fundraising event, including committee creation, meeting facilitations, donation management and asks, event logistics, and software implementation
- Coordinate efforts for 2-4 small scale appreciation or third party driven events annually
- Work with staff and committees to plan and manage appropriate post-event follow up

Communications: (30-40%)

- Create new & refresh existing collateral material for both donors and constituents
- Plan and implement social media and email communication for both supporters and constituents
- Ensure awareness of services for potential constituents through relationship development and attending referring partners events (i.e. food banks, churches, and NPOs serving similar populations)

Interested candidates should send cover letter and resume to kate@thegoodhealthclinic.org