

Development Specialist

Entity: Marion Downs Hearing Center Foundation
Reports: Reports to the MDHCF Board of Directors
Location: University of Colorado Health Sciences Center, Aurora, CO
Employment Type: Full-Time Employee
Industry: Healthcare and Health Services
Manages Others: No
Job Type: Fundraiser
Req'd Education: BS or BA
Req'd Experience: Development and fundraising experience
Req'd Travel: Yes (local)
Status/Wk Schedule: UCHSC employee; 40 hr. week;
some evenings, weekends
Relocation Covered: No
Contact: Linda Engelbrecht, Marion Downs Hearing Center
Contact Phone: 720-848-3043
Contact Fax: 720-848-2976

The Marion Downs Hearing Center Foundation is a 501(c)3 organization established to promote and support The Marion Downs Hearing Center at the University of Colorado Health Sciences Center. The Center serves children and adult deaf, hard of hearing and hearing communities with programs, services and research.

The Development Specialist will be responsible for increasing the number of individual donors and gifts through the identification, solicitation and cultivation of prospects and donors. Specifically, the Development Specialist will manage a prospect database, conduct personal visits to donors and prospects, develop cultivation and solicitation strategies, solicit and close gifts, and ensure appropriate stewardship of gifts.

Primary Responsibilities

Creating, developing and implementing the fundamental elements of a development program for a new foundation including planning, organizing and conducting a fundraising campaign.

Maintain the FileMaker database to ensure all gift information is accurate

Provide statistical data and present fundraising activities at board meeting

Researches potential donors and prepare fundraising donor and prospects profile

Assist in special events, committee meetings, etc.

Composes correspondence for solicitation appeals

Other duties as assigned

Qualifications

BS or BA degree; no less than 5 yrs. development experience; previous experience in direct solicitation of major gifts is essential; experience with a board of trustees; grant/proposal writing; experience in or understanding of budget, fiscal operations, donor records, direct mail, planned giving, major gifts, special events, public relations/marketing; effective human relations, communication skills and public speaking ease a must.

Preferred

Experience in an academic medical center and experience or association with the deaf and hard of hearing community.