



**Organization: Universal Health Care Foundation of Connecticut, Meriden, CT**

**Job Title: Individual Gifts Officer**

**Summary:**

Reporting to the President of Universal Health Care Foundation of Connecticut (UHCF) and in partnership with a cross-functional Fund Development Team, the Individual Gifts Officer is responsible for building, leading and growing a mission-oriented individual giving program to help meet operational needs of UHCF.

**Responsibilities:**

- Work with the President and the team in creating and executing the UHCF individual gifts plan for a sustained base of annual individual donors.
- Conduct ongoing research and screening to identify prospective donors.
- Coordinate the development and maintenance of ongoing relationships with prospects for major gifts and ensure ongoing stewardship of major donors.
- Propose, design and execute planning of cultivation and stewardship events.
- Work with staff colleagues to maintain a working understanding of the Foundation's priorities and strategies. Communicate with donors persuasively about what their gifts accomplish.
- Develop marketing tools for fund development purposes, including newsletters and other communications collateral.
- Collaborate with the UHCF Communications team on donor-focused social media and Website content creation and implementation.
- Coordinate the cross-functional Fund Development Team's priorities; in general, work collaboratively with staff and provide volunteers focus and direction.
- Communicate effectively with stakeholders such as staff, board and key partners.
- Work with the President to develop and administer the annual budget for Fund Development.
- Manage the effective use of the donor database, and provide guidance to staff responsible for data entry and gift processing.
- Professionally represent UHCF.
- Work with the President to foster a culture of philanthropy throughout the organization.
- Work with the President and staff colleagues on potential grant opportunities, including grant writing, as needed.

**Qualifications**

- Five to eight years' experience with individual giving, including annual appeals, direct mail and major gifts fund development, or social purpose marketing/communications.

- Must have substantive experience and demonstrated results working in fund development in the nonprofit sector. Experience with public policy advocacy organizations is a plus, and experience in health care advocacy organizations, an additional plus.
- Must have a working knowledge of effective practices in securing major and annual gifts from individuals.
- Demonstrated mastery of donor research strategies, techniques and tools (including use of wealth screening services), prospecting, supporting and executing cultivation activities and stewardship management.
- Excellent written, verbal and interpersonal communication skills. Demonstrated experience in effective donor-centric communications.
- Knowledge and facility with social media.
- Power-user of technology for written communications (including presentations) and database management. Working knowledge of database programs such as Salesforce or Raisers Edge a significant plus.
- Detail oriented; superior at follow-up; a laser-like focus on outcomes.
- Creative and entrepreneurial problem-solver.
- Strong interpersonal skills and demonstrated ability to work in and at times lead project teams of staff that are not direct reports.

**Education:**

- Bachelor's Degree in the liberal arts and humanities, health and human services, business administration, marketing/communications or other relevant field of study.

**Compensation and Benefits:**

Compensation commensurate with experience. Benefits include medical, dental and vision coverage; 401K retirement plan; life insurance; and tuition reimbursement.

**Please send cover letter, resume and salary requirements to:**

**Carole Dicks, [cdicks@universalhealthct.org](mailto:cdicks@universalhealthct.org)**