

Position Available
April 2019
Development and Communications Officer

The Universal Health Care Foundation of Connecticut (UHCF) is an ambitious and dynamic 501c3 grantmaking organization that supports and engages in public information, consumer engagement and policy advocacy.

Our mission is to serve as a catalyst that engages residents and communities in shaping a democratic health system that provides universal access to quality, affordable health care and promotes health in Connecticut. We believe that health care is a fundamental right and that our work is part of a broader movement for social and economic justice.

Summary:

Reporting directly to the President of UHCF and in partnership with a cross-functional Fund Development Team, the Development and Communications Officer is responsible for co-designing, leading and growing an individual giving program to help meet operational and programmatic 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 the President and staff colleagues on researching and pursuing significant potential grant opportunities, including grant writing, as needed.
- 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 and fundraising goal 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 researching and pursuing significant potential grant opportunities, including grant writing, as needed.
- Special projects and other duties as assigned.

Qualifications

- 5-8 years' experience with individual giving, including direct mail and major gifts fund development, annual appeals, and marketing/communications.
- 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.
- A collaborative team player with strong interpersonal skills and demonstrated ability to work in and at times lead project teams of staff that are not direct reports.
- 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.

The Foundation is committed to diversity, equity and inclusion and provides equal employment opportunity to all applicants without regard to race, ethnicity, religion or creed, sexual orientation, gender identity and expression, marital status, national origin, ancestry, age, veteran status, physical appearance or disability. All are encouraged to apply.

Please send cover letter, resume and salary requirements to: HR@universalhealthct.org

This position will remain open until filled.