

CROSSOVER

Healthcare Ministry

Position: Development Associate

Supervisor: Director of Resource Development and Communications

Status: Full Time

About CrossOver Healthcare Ministry:

CrossOver Healthcare Ministry provides compassionate, high quality healthcare to the uninsured and medically underserved in our local community through the operation of two healthcare clinics; one in the City of Richmond and one in Henrico County. CrossOver is a 501(c)(3) non-profit organization that offers comprehensive healthcare services to its patients, including: primary care, specialty care, dental, vision, behavioral health, HIV/AIDS care, OB/GYN, medications and medications management, and social work case management.

Position Summary:

The Development Associate supports CrossOver's development program, including the annual fund, sponsorships, faith engagement, special events, and gift processing. This position will work with the development team and volunteers to lead efforts to develop and implement philanthropic strategies for the annual fund, special events, sponsorships, and faith-based organizations. This position oversees the donor database and helps implement database policies and procedures to ensure data consistency and quality. As a member of the development team, this position will work to create a culture of philanthropy across the organization.

Key Responsibilities of Position:

Fund Development

- Identify, cultivate, solicit, and steward annual fund donors, sponsors, and faith-based organizations.
- Serve as a spokesperson for the organization with the intention of utilizing speaking opportunities to grow CrossOver's donors, volunteers, and partners.
- Develop a robust monthly donor program.
- Engage and monitor development staff and volunteers' stewardship of donors through personal thank you calls, hand written notes, etc.
- Schedule and facilitate tours and meetings with donors and key stakeholders.
- Manage direct mail including setting parameters for list generation and segmentation. Work collaboratively with the development team to create the theme and oversee the design. Oversee the budget and print, mail, and fulfillment timelines with outside vendors. Establish and track metrics.
- Serve as the staff lead for special events, including but not limited to the Women's Breakfast, Corporate Breakfast, Compassionate Care Awards, Prayer Breakfast, and two annual donor stewardship events.

- Regularly attend and participate in Development Committee meetings and workgroups.

Operations

- Ensure effective and efficient utilization and management of donor database functions, including but not limited to, data entry, data quality, production of reports, acknowledgement letters, recurring gifts, and recording of interactions with donors.
- Open and process mail, enter all donations, and produce and mail acknowledgement letters in adherence with mail process and gift acknowledgement policies.
- Verify and record all matching gifts.
- Provide senior leadership and other staff with reports and information needed to make informed, strategic decisions which impact fund development activities.
- Develop and implement appropriate database policies. Develop and lead trainings on policies and database use for staff.
- Work with the Administrative Manager to perform the monthly reconciliation.

Required Qualifications:

- A minimum of two years of experience in a non-profit environment with a track record of success in fund development;
- A strong sense of fundraising ethics and practices, including confidentiality of donor information;
- Superior written and verbal communication skills; attention to detail; ability to multi-task;
- The ability to develop and execute long-range plans;
- Able to work independently and with a diverse group of constituents;
- Solid computer skills including Microsoft Office;
- eTapestry knowledge strongly preferred.

Hours: 40 hours/week

Benefits: Generous sick, vacation, PTO, health, dental, and vision insurance. 401k option available after one year of employment. CrossOver does not pay relocation expenses.

Salary: \$38,000 - \$45,000

How to apply: For consideration, please send resume, cover letter, and salary requirements to mmann@crossoverministry.org, by November 30, with an email subject line of "Development Associate". No phone calls. Interviews will start upon receipt of resumes.

Website: www.crossoverministry.org