Development Specialist

Thundermist's Mission - To improve the health of our patients and communities by delivering exceptional health care, removing barriers to that care, and advancing healthy lifestyles.

Please note, effective September 1,2021, all Thundermist employees are required to have an initial dose of vaccine to prevent Covid-19. Effective October 1, 2021, all employees of RI licensed health care facilities must be fully vaccinated against Covid-19. Employees may be deemed exempt from this requirement based on documentation from their health care provider.

General Responsibilities:

The Development Specialist leads all fundraising activities including donor relations, direct mail appeals, and special events.

Required Qualifications:

- Bachelor's Degree or higher
- Minimum 3-5 years of experience in fundraising
- ***Mastery*** of Microsoft Office products –Word, PowerPoint, and Excel.
- CRM database management experience, eTapestry preferred
- Ability to organize and prioritize work
- Ability to work independently with little supervision
- Strong planning, administrative and organizational skills, including the ability to manage time, multiple tasks and multiple deadlines effectively.
- Meticulous attention to detail, as well as proven project management skills required.
- Familiarity with a donor-centered approach to philanthropy
- Commitment to life-long learning through engagement in professional associations and other networking opportunities in the community.
- Demonstrates outstanding judgment.
- Passion for the Thundermist mission.
- Commitment to portray Thundermist patient stories and experiences with dignity and respect.
- Lived experience as a member of the communities Thundermist serves preferred.

Physical Effort/Environment:

General office environment. Must be able to sit for periods of time. Be able to lift heavy boxes when needed. This role is a combination of remote and on-site work.

Work Schedule Demands:

Full time/ 40 hours per week. Must be available nights and weekends, when necessary.

Communication Skills:

Excellent written and oral communication skills, as well as excellent telephone skills required. Ability to present information concisely and effectively, both verbally and in writing.

Confidentiality of Information:

Must maintain all policies of confidentiality at all times, and use discretion surrounding agency information and management issues.

Significant Job Functions:

- Seek and establish a presence in the community to increase Thundermist's visibility and new funding sources to meet the agency's financial goals.
- Implement a strategic plan that includes prospecting, targeted follow-up, and new lead generation to grow the agency's fundraising program(s)
- Manage a portfolio of donors and prospects to cultivate, solicit, and steward for ongoing annual support and special campaigns as they arise.
- Process donations and prepare acknowledgement letters and other correspondence.
- Implement creative programs and events to increase fundraising.
- Organize and carry out fundraising events including a golf tournament and gala.
- Maintain foundation, corporation, and individual donor files.
- Utilize new technologies to increase awareness and opportunities to give.
- Create monthly fundraising reports and other database reports as needed.
- Continually update and correct database records.
- Coordinate a strategic donor communications plan using both printed and electronic pieces including, but not limited to donor newsletters, appeal letters, thank you letters and notes, and donor surveys.
- Work to reengage lapsed donors through surveying, outreach via phone, mail, and electronically, and stewardship.
- Track tax credit donations in the database and keep a file for each tax credit donor; send appropriate documentation to process credits to donors.
- Maintain guest lists, gather and prepare registration materials and other duties as assigned for fundraising events.

- Plan and implement online campaigns including 401Gives, Giving Tuesday, and an end-of-year integrated e-appeal.
- Engage current donors through meaningful stewardship.
- Using data, determine donor retention rates and strategize and implement tactics to increase retention rate.
- Continue to build and support a culture of philanthropy within the organization and community.
- Working with providers and other clinical staff, curate patient stories to be shared with donors, highlighting donor impact.
- Engage the board and development task force in unique philanthropic opportunities.
- Handle all money deposits, and complete internal deposit slips.
- Other duties and projects as assigned by the Director of Grants and Philanthropy.

Thundermist is dedicated to the goal of building and maintaining a diverse and inclusive workforce committed to caring for patients in a manner that is respectful of cultural difference. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Salary Range: $24-$28 per hour depending on experience

Please click here to apply.