



<https://www.nnhopes.org>
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Check Out Our Careers

Ready to Lead?

Rare Opportunity for a Development Expert

Development Officer

Our Development Gifts Officer embraces progressive techniques to consistently brand HOPES in the community ensuring sustainable funding opportunities that link to the values and mission of the organization. As our Major Gift Officer you will design, develop and implement our major gift program. The Major Gift Officer is responsible for managing and cultivating relationships with existing donors and prospects, as well as identifying new prospects. An ability to connect with donors, understand their funding priorities, and clearly communicate the organization's mission is key.

Northern Nevada HOPES is a community health and wellness center serving the Northern Nevada area. We are a non-profit community health center located in a historic and quaint area of downtown Reno, Nevada. Our expert care teams provide integrated medical and wellness services to individuals and families in our community. We welcome everyone, and meet them wherever they are, providing a safe and accepting place to access comprehensive, patient-centered healthcare services.

Comprehensive, integrated care is the cornerstone of the patient-centered medical home; Northern Nevada HOPES has a robust offering of services and collaborates with other service providers in the community to ensure our patients have a comprehensive, well-rounded program to meet their individual health and wellness needs. The medical home model holds promise as a way to improve health care in America by transforming how primary care is organized and delivered. At HOPES we understand there are many determinants of health and that a range of personal, social, economic, and environmental factors influence health.

Important things to know about us:

- We are a certified Patient-Centered Medical Home, recognized by the National Commission on Quality Assurance
- We are a Federally Qualified Health Center (FQHC). The mission of all FQHCs is to provide excellent health care services to otherwise under-served populations. We accept most insurance plans, Medicaid, Medicare, and the uninsured. For the uninsured, we offer discounted services based on a sliding fee scale.
- We are a National Health Service Corp site, and our providers are eligible to apply toward a federal loan forgiveness program

We have an impressive team of clinicians and providers and our current clinical and supportive services include:

- Primary medical care for adults, adolescents and children
- Behavioral health counseling
- Psychiatric care
- HIV specialty care
- Medication Assisted Treatment specialty care
- Hepatitis C specialty care
- Transgender specialty care for adults
- Nutrition services
- Comprehensive social support services
- Harm reduction outreach and prevention
- Laboratory, x-ray and pharmacy services on site.

Named one of the Best Places to Work in Northern Nevada in 2015, 2018, and 2019 we offer the same attention to ensuring our employees have work/life balance and the opportunity to grow and develop their careers. We offer a second-to-none benefits package (where employee health, vision, dental and basic life insurance is free of charge), very competitive compensation, generous paid time off, and a chance to partner with amazing care providers to changes lives.

Our Development Officer will:

Secure Major Gifts

- Manage a portfolio of 50-100 major gift donors and high wealth prospects
- Build, manage and solicit a portfolio of major give prospect
- Conduct personal visits with major donors and prospect
- Schedule a minimum of 8-10 significant visits monthly for the purpose of field research, cultivation, solicitation, and stewardship

Identify, Cultivate, and Steward Donors/Prospects:

- Identify major gift prospects and develop compelling engagement strategies to solicit and close gifts
- Create and implement moves management plans
- Make direct, face-to-face solicitations, and assist board members and key staff with their solicitation
- Identify, develop, and cultivate a significant pipeline of prospects as part of the organization's evolving fundraising strategy
- Acknowledge major donors through public and private recognition

Data Management and Reporting

- Prepare written proposals, gift agreements, and other materials needed
- Document major gifts and donor/prospect interaction
- Utilize GiftWorks to maintain records of contacts with donors and prospects
- Analyze potential donor research materials to target appropriate funders
- Track, evaluate, and present relevant giving information to leadership

We're looking for:

- A minimum of a Bachelor's degree in business, marketing or closely related field is required.
- Three to five years in a fundraising role demonstrating success in donor cultivation and stewardship, as well as knowledge of development techniques, principles, and ethics required. Minimum of three years of dedicated fundraising experience in major gifts.
- Demonstrated experience in all aspects of the donor relationship cycle, in achieving revenue targets and in closing gifts at the four (or five) figure level and above.
- Capable of making timely, effective and ethical decisions
- Excellent listening and communication skills
- Self-starter who crafts creative solutions and opens doors to new donor relationships
- Superior writing, proofreading and editing skills
- Ability to multitask and meet deadlines
- Strong relationship building skills
- Ability to work autonomously as well as collaboratively, ready to produce results
- Heart to partner with an organization serving the underserved.

If you are passionate about creating change, tell us about what drives you. Apply online at https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=2500384&B_ID=91 and help us understand why you are the best candidate for this position. We aren't looking for a standard cover letter and CV because we're not looking for the standard candidate. We're looking for someone who has the passion and ability to create amazing opportunities! Tell us about your accomplishments, feature all your awards, and share with us your proven ability to exert positive influence and create and innovate opportunities. Tell us your life philosophy, what inspires you and how you will demonstrate all your wonderful abilities at Northern Nevada HOPES.

EOE STATEMENT We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, protected veteran status or any other characteristic protected by law.

Angela Davis | HR Recruiting Specialist

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Northern Nevada HOPES Clinic

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