

Mind Springs Health and West Springs Hospital is looking for two fundraising positions:

Development Officer – Eastern Territory

Development Office – Western Territory

Summary

Serves as a primary fundraiser for Mind Springs Foundation (MSF) raising funds in support of Mind Springs Health and West Springs Hospital. The Development Officer – Eastern Territory is primarily fundraising locations are primarily Eagle, Routt and Summit Counties and the Development Officer – Western Territory is primarily Mesa, Rio Blanco and Moffatt Counties. Under the direction of the CEO of the Mind Springs Foundation, s/he will design, implement, evaluate and refine MS Inc. development activities with an emphasis on annual and major gifts as defined by MSF standards. Personally identify, cultivate, solicit and steward donors and prospects in accordance with performance targets set by the CEO of the MSF. Provides leadership, direction and training to staff, volunteers and others in support of the organization's development goals and objectives. Collaborates with colleagues in the MSF Office to maximize total gift revenue from individuals, corporations and foundations through major & planned gift, grant submission and annual fund strategies.

Duties and Responsibilities

- Identifies, cultivates, solicits and stewards major donors and prospects including individuals, corporations and foundations, through visits and other forms of direct personal contact in accordance with performance targets established by the MSF executive team.
- Enlists senior management in furthering the success of MSF in raising funds; provides effective staffing and educates and supports management with respect to their development leadership roles.
- Recruits, engages and manages volunteers and provides them with leadership and direction in support of the cultivation and solicitation of major donors and prospects; coordinates volunteers' activities to ensure their integration into MSH/WSH programs.
- Coordinates Mesa, Rio Blanco and Moffat development strategies and activities to ensure their integration into the organization's overall development program.
- Makes effective use of the Foundation's prospect management database and other resources to ensure appropriate management of donors, prospects and volunteers in coordination with organizational objectives.
- Conducts research to identify prospects and creates strategies to match prospects' interests to the priorities of MSH/WSH.
- Researches, writes, edits, or oversees the preparation of persuasive, accurate and grammatically and syntactically correct solicitations, proposals, case statements, reports, correspondence and other development-related communication materials in support of the Foundation's fund-raising activities.
- Assists in short- and long-range strategic planning activities to create and implement fund-raising goals and objectives.

- Plans and conducts programs and activities designed to increase the visibility of the Foundation and MSH/WSH to internal and external constituencies.
- May represent the Foundation and organization at business and community meetings.
- Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements

- Bachelor's degree in marketing, business, public relations or related field
- At least 5 years of documented professional experience directly related to the duties and responsibilities specified.

Knowledge, Skills and Abilities Required

- Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations and other private funding sources.
- Demonstrated ability in planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes.
- Exceptional interpersonal skills and the ability to interact effectively with organizational leadership, mental health colleagues, prospects, donors and volunteers in a wide range of roles.
- Demonstrated ability in recruiting and managing volunteers and engaging them effectively in supporting the unit through fund-raising, consultation and advocacy.
- Ability to conduct research, gather data, analyze information and prepare effective, accurate and timely reports and other documents to support development objectives.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities and to use discretion in interactions with donors, prospects, volunteers and others.
- Demonstrated organizational skills and experience in managing events and other complex activities in support of development objectives.
- Highly developed verbal and written communication skills and the ability to present effectively to individuals and small & large groups.

To apply go to: <https://www.mindspringshealth.org/careers/AllOpenPositions>