



## **VHOCC Development Director position**

**About VHOCC:** Since 1978, Volunteer Hospice of Clallam County (VHOCC) has provided mission-driven, compassionate end-of-life care for seriously and terminally ill patients, their caregivers, and their families in Clallam County. Founded by Rose Crumb's vision and a cadre of committed volunteers, VHOCC is one of the nation's only free community-supported nonprofit Hospice and palliative care providers. Through love and kindness and unencumbered by private insurance, Medicaid, and Medicare funding restrictions VHOCC provides free patient-centered care.

VHOCC is an integral part of Clallam County, providing physical, emotional, and spiritual support to terminally ill patients and their families with nursing care, hospice aide care, an extensive grief and bereavement program, a Lending Closet for medical equipment, informative programs, and educational events.

**About the position:** VHOCC seeks an experienced Development Director to increase revenue from major gifts and planned giving by developing a strategic program of donor cultivation and moves management. Because of the high regard with which VHOCC is held within the community, it currently benefits from a large number of unsolicited donations and uncultivated, unexpected estate gifts. The successful candidate will have the skills and experience to build on this broad-based support to create a pipeline of major gifts and planned gifts to cover annual operating costs and increase resources for operations and investment. This position reports to the Executive Director. Working with the Executive Director, board members and a cadre of dedicated volunteers, the Development Director will systematize all aspects of the development program to create an increased, consistent, and reliable stream of support for the organization.

**Salary:** \$75,000 (Salary may be higher, commensurate with experience)

### **Responsibilities:**

- Develop an annual fundraising strategy which includes goals, objectives, and actions, considering current, deferred, and split interest gifts.
- Develop and implement systems for data tracking and analysis, donor stewardship and moves management to increase giving at all levels.
- Provide leadership and strategic direction to advance major gifts and planned giving efforts, including the identification, cultivation, solicitation, and stewardship of major and planned giving donors and prospects.
- Oversight and management of fundraising, including marketing activities, with an emphasis on major and planned gifts.
- Ensure consistency of external messaging
- Prepare written proposals, gift illustrations, and informational materials needed to secure support.
- As necessary, work with legal counsel and/or the board on a variety of planned giving agreements.
- Conduct or facilitate the development of focused, effective donor meetings and donor cultivation events.
- Provide training and support to appropriate individuals(s) who will make solicitations.
- Develop and implement planned giving donor society and donor recognition approaches.
- Assume management of special projects.
- Manage day-to-day operations of development department.



- Oversee and support donation team volunteers.

**Skills needed:**

- Understanding and experience with principles of donor cultivation, moves management and gift solicitation.
- Knowledge and experience using donor databases as a tool for identification of prospects for major and planned gifts.
- Extensive understanding of planned giving vehicles in a health care setting, including charitable gift annuities, real estate and other non-cash tangible gifts, charitable remainder and lead trusts, testamentary trusts, bequests, life insurance policies, and retained life estates.
- Understanding of legal, financial, and administrative regulations associated with planned giving.
- Understanding of development work in a small, rural community.
- Understanding of development work within a small non-profit with limited support staff.
- Ability to effectively train and manage volunteers.
- Effective communication.
- Vision – ability to anticipate emerging trends and issues, ability to develop clear sense of purpose and drive creative energy.
- Leadership.
- Ability to work in a collaborative and consultative manner.
- Ability to navigate a wide variety of business and social settings.
- Determination.
- Past success in meeting goals.
- Problem solving skills.
- Critical thinking skills.
- Ability to work with individuals of various backgrounds and experiences.

**Desired qualifications:**

- Bachelor's or Master's in business, marketing, philanthropy, or related field.
- At least 5 years of progressively responsible experience in fundraising, including at least 3 years of experience securing major gifts (in excess of \$10,000) and planned gifts.
- Experience raising annual budgets over \$1 million in a non-profit environment.
- Experience working in a small-shop development department and in a rural community.
- Demonstrated successful, progressively increasing achievement in fundraising.
- Experience leading a significant major gifts campaign.

*VHOCC is an Equal Opportunity Employer committed to diversity, racial equity, and inclusion. VHOCC does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, or any other factor that the law protects from employment discrimination. This position is subject to reference checks, the completion of a background and credit check. All VHOCC employees are required to provide proof of vaccination for COVID-19 before beginning work.*