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## Development Officer (Full-Time)

### Position Summary:

Identify potential grant funding sources from foundation and corporate granting institutions, develop short term and long-term plans for grant seeking; coordinate the development, writing and submission of grant proposals to private and family foundations; general fundraising duties.

Responsible for managing existing grants, as well as securing new ones. Also responsible for aspects of raising support from foundations, corporations, and other relevant sources, requiring proposals for both unrestricted operating revenue and restricted gifts. Monitor and implement a comprehensive social media plan.

### Qualifications Required:

- Ability to understand and practice the mission of Camillus House.
- Education: Bachelor's Degree in Marketing, Business or related field, any appropriate combination of education, experience and/or certification may be considered.
- Language: Proficiency in oral/written English; Spanish preferred; additional languages a plus (i.e. Creole).
- Skills: Proficiency in computer (Word, Excel, other data collecting programs; Raiser's Edge and/or other database programs).
- Prior Grant writing experience a must, preferable in the non-profit sector; minimum of five (5) years of grant writing experienced preferred. Proven track record on raising money from foundations, private and government sources as well as general development functions.
- A self-starter with demonstrated ability to work independently and with multidisciplinary teams and co-workers.
- Successful completion of Toxicology test and Level 2 Background Screening.

### Qualifications Preferred:

- Culturally sensitive to the social, psychological and healthcare needs of the vulnerable populations serviced.
- Strong organizational, interpersonal and communication skills in order to meet deadlines and handle multiple tasks.
- Demonstrates a high level of productivity while remaining calm and effective under pressure.
- Ability to maintain a high level of poise and professionalism in all circumstances.

### Responsibilities:

- Commitment to the Values and Mission of the Brothers of St. John of God as witnessed through Camillus House and Health in serving the needs of the underserved populations.

**Hospitality:** Create an environment where people can feel welcomed, comfortable, understood, esteemed and loved.

**Respect:** Recognize the richness of God's gifts and His presence in every person regardless of age, situation in life, culture or religion.

**Spirituality:** Nurture a brighter, happier and richer life in time of suffering and struggle; empowering confidence in living with joy.

**Quality:** Work toward creating centers of excellence; fostering continuous improvement.

**Responsibility:** Encourage cooperation as a way of promoting standards of competency, efficiency and accountability as we carry out our duties in the Mission.

- Works with the VP of Development to produce sufficient number and quality of prospects; to produce extensive institutional donor profiles; target appropriate ask amounts; and prioritize and evaluate prospects from corporate and foundation grants.
- Writes all private foundation and corporate grants, proposals, budgets, reports and other ancillary materials. Generates proposals for projects and programs from institutional and individual funders.
- Develops and prioritizes projects and proposals, meets and works with staff to forecast funds needed to support projects and programs.
- Monitors and manages grants income goals submission and reporting calendar of grants and provides stewardship for existing donors.
- Manages existing grants by tracking grants, developing internal reporting systems, writing reports, maintaining excellent historical records, working with staff to ensure each project and/or program is meeting proposal conditions and expectations.
- Cultivates new donors by making thank you calls, scheduling face-to-face meetings, tours and sending personalized thank you notes.
- Assists the VP in developing and expanding other development initiatives including but not limited to Estates Wills and Trusts.
- Plans and executes all aspects of 24 hour online giving blitz called Give Miami Day.
- Assists with all fundraising activities on and off campus and including the annual gala and auction.
- Maintains relevant files, including grants, donor and project files. Ensures that all relevant donor information; biographical, contact, and moves management information is kept current in Raiser's Edge. Maintains contact with lawyers to keep estate information up to date. Assists with other fundraising projects as requested.
- Implement a comprehensive social media plan to support development activities and increase awareness of needs, events and programming.
- Monitor and manage interns supporting the department.
- Other duties as assigned.

Camillus House is an Equal Opportunity Employer