



Salud

Family Health Centers
PLAN DE SALUD DEL VALLE, INC.

JOB DESCRIPTION

For

DEVELOPMENT COORDINATOR

General Description of Duties:

The Development Coordinator is responsible to assist the Development Director with identifying grant opportunities, maintaining an organized work environment, following up on Development correspondence, coordinating projects, gathering data for needs assessments, working on grants and grant reports, organizing community events, arranging community stakeholder meetings, working on advocacy, marketing and public relations.

The Development Coordinator will work closely with Salud directors, Salud employees, legislators and their staff, community members and stakeholders along with partnering agencies. Adheres to the spirit of the SALUD mission statement while performing assigned duties.

Supervision Received:

Works under the direct supervision of the Development Director

Supervision Exercised:

None

Specific Duties:

Fund Development:

- Assist in identifying and cultivating grants, contracts, agreements
- Update and maintain the grants and contracts calendar.
- Respond to and apply regulations from Health Resources Services Administration (HRSA)

- Assist in Shortage Division applications to maintain current shortage designations.

Marketing and Public Relations:

- Help create and implement an overall Marketing Plan for the organization in an effort to develop and maintain brand identity.
- Initiate and follow up with media coverage for Salud, including events, activities, and issues relevant to health care; cultivate relationships with media.
- Assist in the production and updates of web site, brochures, displays, and audiovisuals as needed.
- Assist in writing and editing the Salud annual report.

Special Events:

- Work with the Development Director and clinic staff to assist in community events, National Health Center Week events in particular.
- Assist with identifying funding sources and sponsors for events.

Qualifications for Appointment:

Knowledge, Skills, and Abilities:

- Team player who desires working in an environment where working as a team is valued and practiced.
- Works well under pressure to meet organizational needs and other deadlines.
- Dependable person with good work ethic and ability to maintain confidentiality
- Self-starter, ability to work independently with minimal supervision, detail oriented with ability to work on multiple projects and prioritize
- Excellent people and relational skills including phone voice and face-to-face communications
- Good written communication skills
- Excellent computer knowledge and skills including proficiency in Microsoft Word, Excel, Power Point, Publisher
- Willingness to learn new software programs and work processes
- Working knowledge of office equipment such as copiers, scanners, digital cameras, fax machines, etc.
- Ability and willingness to work some evening and/or weekend hours as needed.
- Passion for working in a non-profit that provides health care services for low-income individuals and families. Sensitivity to low income and ethnic minority community a must. Bilingual English/Spanish preferred.

Education:

- Minimum of a Bachelor's Degree or working toward completion of Bachelor's Degree.

Experience:

- Prior business and/ or marketing experience preferred.

Licensure/Certification:

Bloodborne Pathogen Risk Level:

- Employee has a low risk for exposure to blood borne pathogens.

Environmental Conditions:

- Normal Medical and Dental office environment, although may be busy and hectic during certain times of the year.
- Must be able to lift and carry at least 25 lbs.

Physical Requirements:

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eye sight to record, prepare and communicate appropriate reports. Ability to lift and carry at least 25 lbs routinely.

FLSA Code:

- Non Exempt position

This job description is not intended to be an inclusive list of all duties, responsibilities, or qualifications associated with this position.

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