



Director of Development & Communications

Arlington Free Clinic is a community-based nonprofit organization committed to advancing health equity by providing free, whole-person healthcare for our neighbors who would otherwise lack access. We offer comprehensive services onsite including primary and specialty care, behavioral health, and dental care. Our core values define the spirit with which we carry out our work and include respect, integrity, equity and inclusion, innovation, compassion, collaboration, and passion.

We are seeking an experienced, mission-minded **Director of Development and Communications** who will be responsible for developing, implementing, and managing the Clinic's development and communications plan which includes fundraising appeals, individual and corporate giving, grants, donor relations, publications, communications, and events. The Director of Development and Communications is a key member of AFC's leadership team and partners closely with leadership staff and other departments to carry out the organization's goals and objectives. This position reports directly to the CEO.

You will be responsible for:

- Developing and implementing annual fundraising plan and budget
- Tracking and analyzing donor/giving trends including projecting income goals for all fundraising categories and monitoring high-level/donor-specific giving trends
- Leading grants program, including writing grants/reports and liaising with internal (program staff) and external (funders, grant writing firm) partners; administratively tracking awards/submissions
- Serving as staff liaison to Board Development Committee
- Participating in annual audit
- Overseeing the management of the Raiser's Edge donor database
- Overseeing all aspects of the 750-attendee Annual Benefit Gala, working closely with Events Manager and volunteer leaders of event
- Overseeing print, web, and social media communications for the Clinic to include development, design, printing, and mailing of printed and electronic communications pieces such as newsletters, the Annual Report, EOY solicitation, and emails
- Overseeing and participating in all fundraising activities, including donor prospecting and stewardship
- Increasing outreach in the community

- Developing and leading the strategic plan for the development team to meet the Clinic's financial goals

We are looking for someone who:

- Enjoys working collaboratively, as part of an integrated multidisciplinary team
- Has worked in or is committed to working in a community clinic with a health equity mission
- Is highly organized and can manage a variety of tasks simultaneously
- Possesses a strategic mindset with the capability to operate at a high level, while also being willing to roll up their sleeves and contribute to the day-to-day work of the small but mighty development team.

This position might be a good fit for someone who:

- Is a strategic thinker
- Strong collaborator
- Likes to organize and coordinate multiple competing priorities

Qualifications

- Bachelor's degree in communications, business, or related field
- Minimum of five years' experience in fundraising, communications, and events management
- At least three years' experience managing a team
- Proven track record of success working with high-level donors, fundraising volunteers, and other key stakeholders
- Project management experience
- Detail oriented and ability to manage multiple projects simultaneously
- Familiar with a sponsorship-based event fundraising model
- Skilled writer with a background in communications
- Proven track record of achieving revenue targets or goals
- Ability to conduct major fundraising activities including annual giving, major gifts and a variety of events
- Demonstrates initiative and ability to work with minimal supervision.
- Strong written and oral communication skills
- Excellent computer skills including Microsoft Outlook, Excel, Word, Raiser's Edge

The position is full-time and requires flexible working hours, including occasional evenings. Based on the role's responsibilities this is an onsite position with the opportunity for occasional remote work. Position offers great benefits package including health and dental insurance, life insurance, flexible spending plan, 401(k) retirement plan, ten paid holidays, sick leave, paid time off (PTO) and free parking. Qualified candidates should submit a cover letter, resume and salary requirements to the Director of Human Resources at nadkins@arlingtonfreeclinic.org.

Arlington Free Clinic is an Equal Opportunity Employer and is committed to an equal and diverse workplace.