



## DIRECTOR OF DEVELOPMENT– JOB DESCRIPTION

**SALARY RANGE:** \$70,000 - \$74,000 based on experience

### **CHARITABLE PHARMACY OF CENTRAL OHIO:**

Our **vision** is for all people, regardless of age, race, national origin, ethnicity, gender, disability or sexual orientation, to have affordable and sustainable access to prescription medications and pharmacy services that optimize health in our community.

The Charitable Pharmacy of Central Ohio's primary **mission** is to provide affordable and appropriate pharmacy services\* and coordinate access to health care for people who are vulnerable\*\* in our community.

*\*Pharmacy Services: Medicines and necessary services to ensure optimum clinical outcomes.*

*\*\*Vulnerable: Those living at or below 200% of the Federal Poverty Level who are uninsured or underinsured for prescription medications.*

### **JOB SUMMARY:**

Reporting to and working in close collaboration with the Executive Director, the Director of Development is responsible for the development, management, implementation, and evaluation of a comprehensive development program consistent with the Charitable Pharmacy of Central Ohio's mission. This includes planning and execution of the annual, capital, endowment and planned giving programs as well as fundraising and promotional events. The Director of Development is also responsible for preparing grant applications and researching and applying to private foundations and corporations that provide philanthropic grants.

The Director of Development will recommend fundraising policies and procedures to the Executive Director and the Board of Directors in keeping with the highest standards of professionalism and ethical conduct. The Director of Development is the staff liaison to the Development Committee of the Board and attends meetings of the Board of Directors.

### **PREFERRED QUALIFICATIONS:**

The Charitable Pharmacy of Central Ohio (CPCO) is a nationally-recognized innovator in community public health and stands at a transformational time in its history. Following a successful capital campaign in 2019 to open a second location in Linden, the organization paused construction in 2020 to respond to the challenges of the global pandemic. That year saw a 47% increase in prescription volume and the staff nearly doubled. The new Linden Community Pharmacy will open in Summer 2021.

Our ideal candidate is excited by the opportunity to steward the Charitable Pharmacy's development efforts in this new era. They have demonstrated vision, creativity and instincts that led to proven results. High ethical

standards and self-motivation are critical, as is the ability to work independently and collaboratively with both pharmacy staff and multiple community funders and institutions.

#### Required

- Bachelor's degree
- Outstanding writing skills
- Minimum of five years of professional fundraising and development experience
- Experience with CRM software (DonorPerfect experience preferred)

#### Preferred

- Familiarity with email software (CPCO uses Constant Contact)
- Experience with social media management
- Experience working in human services a plus

### **JOB DUTIES AND RESPONSIBILITIES:**

#### **Development**

- Plan, manage, and implement all phases of the Annual Fund campaign, including major gifts, solicitation and acknowledgement process
- Work with the Executive Director and Board of Directors to develop and direct year-round program to cultivate new prospects and seek out new funding opportunities
- Develop an ongoing planned giving program and capital and endowment campaigns as recommended by the Board of Directors; work with the Board of Directors to identify, cultivate, and solicit prospects

#### **Board of Directors:**

- Report to the Board of Directors on progress of all fundraising events and campaigns; provide other reports and statements as requested
- Participate in Board committee meetings and ongoing donor cultivation efforts; participate in identifying and recruiting new members and leadership
- Recommend fundraising policies and procedures to the Executive Director and Board with the goal of building a year-round development program that demonstrates the highest standards of professionalism and ethical conduct

#### **Public Relations**

- Create Annual Report and other communication materials (in conjunction with outside creative talent)
- Design, write, and distribute regular direct mail and e-mail newsletters

- Maintain online and social media presence across current Facebook and Instagram platforms and additional platforms moving forward
- Establish and foster positive relationships with stakeholders in every sector, including academia, community leaders, business partners, and government representatives
- Facilitate media relations with local, regional, and national media

**Budgeting and Planning:**

- Assist the Executive Director and Board of Directors in establishing appropriate goals for the Annual Fund, planned giving program and all other fundraising campaigns each year and develop a plan for achieving those goals
- Assist the Executive Director and staff in long-range planning and prepare budget projections as needed

**Administrative:**

- Oversee the maintenance of all donor files and records; develop and administer all donor benefits in accordance with IRS guidelines
- Provide periodic progress reports on all campaigns
- Serve as part of the senior management team to assist the Executive Director in setting and implementing administrative policies established by the Board of Directors

**Other:**

- Perform other duties as assigned by the Executive Director

The Charitable Pharmacy of Central Ohio is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To apply please email resume and cover letter to [CharitablePharmacy@gmail.com](mailto:CharitablePharmacy@gmail.com) with subject line "Development Director".

May 19, 2021