



<b>Job Title:</b> Director of Donor Engagement	<b>Reports To:</b> Chief Strategy Officer
<b>Department:</b> Development	<b>Position Number:</b>
<b>FLSA:</b> Exempt_X_ Non-Exempt____	<b>Employment Type:</b> FT_X_ PT__TEMP__

**MISSION STATEMENT:** Clínica Tepeyac’s (Tepeyac) mission is to provide culturally competent health care and preventive health services for the medically underserved.

Now in its 23<sup>rd</sup> year, Clínica Tepeyac is a community health center providing integrated physical and behavioral health care to almost 5,000 individuals from across the Denver Metro Area on an annual basis. Clínica Tepeyac has distinguished itself as a dynamic organization dedicated to promoting health equity, with a particular strength serving the Latino immigrant community. Clínica Tepeyac maintains an unwavering commitment to providing high quality patient care, continual quality improvement, and treating each patient with the highest level of respect and compassion. Clínica Tepeyac is actively pursuing a strategic vision to more than double patient visit capacity, with the addition of pharmacy and dental services in the next 3-5 years.

**JOB SUMMARY:**

Clínica Tepeyac is a \$4.9 million operation that relies on philanthropic support for two-thirds of its revenue. Additionally, the organization is preparing for a major capital campaign to fund a new clinical facility. Reporting to the Chief Strategy Officer, this fund development position is responsible for cultivating ongoing and increased support from individuals and corporations with the capacity to consider a major gift to support Tepeyac’s work in ensuring that the most vulnerable among us continue to have access to quality, culturally responsive and integrated health care.

This position will be responsible for securing funds for Clínica Tepeyac by developing and managing a group of assigned, qualified donors, assuring that as many as possible are retained as continuing donors to the organization and are upgraded in their giving and involvement. The Director is responsible for leading the capital campaign, including direct solicitation of gifts and coordination of other staff and volunteers in additional cultivation and solicitation activities.

***The ideal candidate will be passionate about engaging donors in Clínica Tepeyac’s mission and growth, work well in a fast-paced team environment, have a proven track record in growing a portfolio of individual donors in the Denver Metro area and have experience in capital campaign leadership.***

**A. MINIMUM QUALIFICATIONS:**

1. **Education:** Bachelor's degree required.
2. **Experience:**
  - Successful leadership role in development of individual donor portfolios and capital campaigns.
  - Minimum Five (5) years of professional experience in fundraising, preferably for health-related organizations.
  - Proven track record of successfully executing all phases of a major gifts strategy for a capital campaign, preferably for a non-profit organization
  - ability to listen to and communicate with diverse audiences.
3. **Language:** Oral and written fluency in English (oral fluency in Spanish is a plus).
4. **Certification/Licensure/Registration:** Valid Driver's License.
5. **Ideal Candidate:** Will have strong initiative and the passion to advocate and provide healthcare to the underserved.
6. **Work Schedule:** Is able to occasionally work irregular hours, such as early mornings, evenings, and weekends.

## **B. ESSENTIAL DUTIES & RESPONSIBILITIES:**

### **1. Corporate and Individual Giving – 85%**

- Lead major gifts program for the capital campaign and manage communications between prospects and the organization.
- Qualify and manage a portfolio of approximately 150 individual donors capable of making one-time or annual gifts ranging between \$5,000 and \$100,000.
  - Create individual goals for each portfolio contact based on the donor's history of giving and the organization's knowledge of the donor's potential.
  - In coordination with CEO and CSO, meet with major gift prospects and their advisors, prepare financial illustrations of proposed gifts, and draft gift agreements for review by prospects and their advisors.
  - Create a cultivation and stewardship strategy for portfolio members and execute that plan on a timely basis so that donors are retained and upgraded.
- Work with program staff to secure appropriate project information, including budgets, and create proposals for gift requests.
- Develop and produce materials to market giving opportunities. Write articles for institutional publications that highlight gift opportunities.
- Assist CEO and Chief Strategy Officer in setting and implementing cultivation strategies for their own portfolios of donor relationships.
- Document and maintain clear and timely records to summarize visits in contact reports, capture donor profile data and track moves management using the development database, send thank you notes, and mine the database.
- Provide appropriate acknowledgement and recognition for major gifts.
- Coordinate with Corporate Sponsorship and Events Coordinator in the cultivation of donors across capital campaign and event opportunities, and with Grants and Contracts Manager in cultivation of Foundation donors for capital campaign efforts.
- Plays an active role in the development of special events and attendance at all donor related events is required
- Maintains prospect and donor database as it relates to all Major gifts campaigns.

### **2. Organizational and Departmental Engagement – 15%**

- Engage in regular organizational meetings (staff meetings, trainings, retreats).
- Support the work of other department members in reaching organization goals.
- Comply with all organizational policies and procedures.

### C. KNOWLEDGE, SKILLS AND ABILITIES:

- **Knowledge, Skills and Abilities –**
- Exceptional knowledge of marketing concepts, strategies, and practices
  - Ability to establish and maintain effective working relationships internal and external to the organization
  - Ability to compile and analyze performance data to support decision making
  - Strong project management skills
  - Ability to execute work plans independently and with flexibility
  - Ability to multitask, prioritize work and meet deadlines.
  - Creative and positive approach to communication and problem solving.
- **Respect-** Values culturally responsive approach to working with low income and ethnic minority communities.
- **Teamwork –** Contributes to building a positive team spirit; puts success of the team above own interest; supports everyone’s efforts to succeed; must be able to work well in multidisciplinary team settings.
- **Customer Service –** Strong customer service skills exhibited in excellent, unbiased and culturally appropriate customer service to patients and the community; ability to handle difficult people in a constructive manner.
- **Interpersonal Skills –** Must have excellent written and verbal communications skills and presentation skills; focuses on solving conflict in cooperative manner
- **Cost and Time Consciousness –** Must know how to manage time and prioritize activities.
- **Diversity –** Shows respect and sensitivity for cultural diversity.
- **Ethics and Professionalism –** Treats people with respect and consideration regardless of their status or position and is accountable for own actions
- **Organizational Support –** Follows policies and procedures established by Clinica Tepeyac; offering support and modeling behaviors and concern resolution process
- **Safety, Confidentiality and Security –** Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly. Maintain a secure and trusting environment as required by the Health Insurance Portability and Accountability Act (HIPAA).
- **Attendance/Punctuality –** Is consistently at work and on time, which is predetermined between the employee and the person(s) he/she reports to.
- **Engagement –** Required to attend and participate in two organizational fundraiser events per year.

**Supervision:** None

### APPLICATION REQUIREMENT:

***Please express how your background aligns to the qualifications of this position in your cover letter, and the “Ideal Candidate” excerpt. Salary requirement should also be included.***

**POSITION TYPE/WORK SCHEDULE:** This is a full-time, non-exempt, 40 hour/week position, requiring occasional evening and weekend work and the ability to be flexible and responsive to emergent needs of Clinica Tepeyac.

Clinica Tepeyac is dedicated to equal employment opportunities in any term, condition, or privilege of employment. Clinica Tepeyac prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.

### PHYSICAL AND MENTAL REQUIREMENTS:

Physical and Mental Requirements: Place the appropriate "Amount of Time" code for each of the following: 0 = None;            1 = less than 1/3;            2 = 1/3 to 2/3;            and 3 = more than 2/3			
<b>PHYSICAL:</b> 1 Lifting < 10 lbs. - Light 1 Lifting 10 - 20 lbs. - Light-Med 0 Lifting 21 – 40 lbs. - Medium 0 Lifting 41 – 80 lbs.- Med Heavy 0 Lifting 81 – 120 lbs. - Heavy 0 Lifting > 120 lbs. – Very Heavy 0 Pushing/Pulling < 20lbs 0 Push/Pull 20 – 50 lbs.  Other: Describe:	<b>ACTIVITIES:</b> 2 Sitting 2 Standing 1 Bending 0 Kneeling 0 Squatting 1 Walking (Distance) 2 Climbing (Steps, etc.) 1 Reaching (overhead, extensive, repetitive)	<b>MENTAL/SENSORY:</b> 3 Strong Recall 3 Reasoning 3 Problem Solving 3 Hearing 3 Seeing/Sight 3 Talk/Speak Clearly 3 Write legibly 3 Reading 3 Concentration 3 Logical Thinking	<b>EMOTIONAL:</b> 3 Fast pace environment 2 Steady pace 3 Able to handle multiple priorities 3 Frequent & intense customer interactions 3 Able to adapt to frequent change 3 Works under deadlines 3 Process complex info 3 Works as part of a team

**ENVIRONMENTAL REQUIREMENTS:**

Environmental Requirements: Place the appropriate "Amount of Time" code for each of the following: 0 = None;            1 = less than 1/3;            2 = 1/3 to 2/3;            and 3 = more than 2/3		
0 Blood and body fluids 0 Biohazards (e.g., bacteria, fungi, viruses) 0 Radiation (ionizing, laser, microwave) 0 Toxins, cytotoxins, poisonous substances 0 Chemicals 0 Hazardous materials other than blood and body fluids 1 Communicable disease 1 Combative situations	1 Working Outdoors 0 Hot, cold, wet surroundings 0 Dust, fumes, gases, mist, powders 0 Loud or unpleasant noises 0 Electrical hazards 0 Grease and oil 0 Vibration 0 Heights 0 Moving mechanical parts 0 Wear protective clothing/equipment 0 Use hand or power tools 0 Operate vehicles/machinery	<b>DAILY ACTIVITIES?</b> 3 Continuous keyboard use >2 hrs or intermittent keyboard use > 4 hrs 0 Performance of same motion/ motion pattern every few seconds greater than 2 hours at a time 0 Vibrating or impact tools/ equipment greater than a total of 2 hrs 0 Forceful hand exertions greater than a total of 2 hours
Type of protective clothing, equipment, hand or power tools, vehicles and machinery used:		

*The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

This position description has been reviewed with me and I fully understand and agree to the above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date