



## DEVELOPMENT COORDINATOR JOB DESCRIPTION

### WHO WE ARE

The mission of the Northeast Wyoming Community Health Foundation is connecting our community with resources during health care challenges through philanthropic innovations. Our nonprofit organization, through the generosity of individuals, businesses and other foundations, uses resources to improve the lives of families, friends and neighbors throughout the northeast region of Wyoming.

For every dollar given to the NEW Community Health Foundation, only eleven cents is used for operations.

Our work started in 1975 as the Campbell County Healthcare Foundation serving a vision for the people of Gillette. Over four decades later, NEW Community Health has emerged to improve health for the northeast region of Wyoming. Over the years, many volunteers have shared a common goal and spirited dedication, improving the health of our families, friends and neighbors. Currently, our organization composed of a volunteer board of directors and 3 employees:

- Supports hospice patients and their families through Hospice Giving
- Provides reduced hotel costs through our Patient Lodging program in partnership with Candlewood Suites & Wingate Inn
- Provides financial support to our local cancer families through Cancer Care
- Provides financial support to help promote and prolong mental health and counselling services in our community with HOPE Source
- Provides financial oversight to enhance activities to the residents of The Legacy

In order to accomplish all our support, we focus on fund development engaging the community in estate planning, grants, major gifts, planned giving and special events.

### WHAT CAN WE ACCOMPLISH

The Development Coordinator position will lead a fund development program. This includes but is not limited to:


- Maintain and build long-term relationships with existing, new and prospective donors
- Managing mid-level, major gifts and planned giving programs
- Make direct, face-to-face solicitations
- Directing corporate partnerships and engaging private foundations
- Securing significant financial resources to the support the organization
- Obtaining and fostering sponsorships for special events
- Leading a capital campaign for construction and operation of a dedicated hospice house
- Report program progress to management
- Develop and execute an annual fundraising plan with a goal
- Generate new ideas that increase revenue and donor loyalty

### COULD THIS BE YOU?

Would you like to be part of an organization dedicated to helping people? The NEW Community Health Foundation is looking for someone who thrives on building relationships and helping those in need. Our

team consists of a dedicated group of employees and volunteers on multiple platforms who expertly bring strategy and action together. We're looking for an individual with fundraising and business development experience who wants to make a difference and be part of a dynamic team.

#### WHAT YOU'LL BRING

- Bachelor's degree and 5 years related experience or 7-years of related  experience.
- Experience asking for and closing major gifts.
- Experience building and maintaining long-term relationships with fundraising constituents such as major donors, foundations and corporations.
- Knowledge in planning and delivering budgetary responsibilities.
- Knowledge in or training in other areas such as charitable giving, capital campaigns, major gifts and planned giving.

#### DESIRED QUALIFICATIONS

- Effective training skills
- Effectively communicates thru presentations, conversations, printed materials and social media
- Knowledge of current and evolving fund development trends such as major gifts and planned giving concepts.
- Desire to become part of a community

#### SALARY INFORMATION

The base salary range for this position is \$50,000 - \$60,000 depending on experience. Position will include benefits such as medical insurance, paid leave and retirement.

#### APPLY NOW

Please send resume to Nachele McGrath at [info@newcommunityhealth.org](mailto:info@newcommunityhealth.org)  
For more information visit [www.newcommunityhealth.org](http://www.newcommunityhealth.org) or call 307.257.7057