



SAN FRANCISCO  
COMMUNITY  
HEALTH CENTER

## Development Manager – FTR022018

### **Agency Description**

San Francisco Community Health Center (formerly known as API Wellness) is a federally qualified health center that provides culturally competent, high quality medical care, health services, education, and outreach. We transform lives by advancing health, wellness and equality. We strengthen the well-being of and lead underserved communities—of all races, ethnicities, gender identities, sexual orientations, and immigration statuses—toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are an anchor-organization for San Francisco’s Tenderloin neighborhood, and we also lead regional, statewide, and national programming.

*We believe that everyone deserve to be healthy and needs access to the highest quality health care.*

### **Position Description**

Under the supervision of the Chief of Strategic Engagement, the Development Manager is responsible for operational planning, organizing, and managing all of API Wellness (Asian and Pacific Islander Wellness Center, Inc.) fundraising including, the major gifts program, annual fund, planned giving, special events and capital campaigns. The Development Manager works closely with The Chief Executive Officer and the Board of Directors and the Strategic Engagement Team in all development and fund raising endeavors.

### **Responsibilities**

- Meet prospective donors and supporters on a continual basis to establish effective communications with them
- Direct the annual fund program, including mailings and annual fundraising drives
- Coordinate fund raising special events
- Oversee prospect research
- Work closely with the Chief Executive Officer, Board of Directors, Chief Medical Officer, Chief Financial Officer and the Chief of Strategic Engagement
- Make public appearances/accept speaking engagement to share information about San Francisco Community Health Center
- Staff Board Development Committee meeting
- Oversee funding database and tracking systems
- Collaborate on Strategic Engagement Team
- Consult on creation of publications to support fund raising activities
- Maintain gift recognition programs

- Coordinate development activities with local and national membership organizations
- Demonstrate professional conduct at all times
- Perform other related duties as requested

## Qualifications

- Bachelor's degree
- Minimum 5 years' experience in professional fundraising
- Knowledge and experience in fundraising techniques, particularly annual fund and event fundraising.
- Strong interpersonal and writing skills
- Possess the skills to work with and motivate staff, board members and other volunteers
- Have the desire to get of the office and build external relationships
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls
- Be organized and exhibit "follow through" on task and goals
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Must embrace the mission of San Francisco Community Health Center

## Location

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered.

Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15648251>

*We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.*

*Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.*

*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records*