

Job Title	Development Specialist
Employer/ Agency	OakBend Medical Center
Job Description	<p>The Annual Campaign Coordinator is responsible for the implementation of administrative and donor-related activities for the annual fund campaign, including but not limited to donor recognition, acknowledgements, database management, coordinating mail and phone solicitations of general-level donors, designated support of fund development work related to grant applications and special events.</p> <ol style="list-style-type: none"> 1. Facilitating donor relations and stewardship activities in a timely manner 2. Management of donor database, including populating database as well as maintaining up-to-date and accurate information on donations and activities associated with each potential and actual donor. 3. Provide assistance in the planning of mail and social media fund raising campaigns 4. Develop fund-raising materials to encourage donor participation. Prepare proposals with donors, and/or their advisors 5. Provide assistance in planning programs to encourage donor participation, such as naming programs or endowments for the donor. 6. Develop giving proposal preparation for - Planning and conducting Planned Giving Seminars. 7. Work with the department leadership to craft strategic vision and aligns the vision with organizational resources. 8. Responsible for administrative procedures and processes necessary for effective fundraising including annual campaign, social media giving and patient giving. 9. Research, identify and cultivate new donor prospects. 10. Assist in developing, monitoring and executing fundraising and donor management activities. 11. Ensure appropriate information flow both within and outside the organization. 12. Represent the organization; as appropriate.
Qualifications	<p>Bachelor's Degree or experience equivalent to minimum work experience.</p> <p>Must have minimum of 2 years campaign/fundraising experience. Knowledge of healthcare fund raising operations. Prefer experience in healthcare setting.</p> <p>Experience in campaign/fundraising in healthcare setting preferred. Strong commitment to the mission and work of OakBend Medical Center. Excellent interpersonal skills and initiative, organizational skills and attention to detail. Strong computer experience and experience with data entry. Good verbal and written communication skills and ability to work well with staff, volunteers and donors. Demonstrated initiative and leadership abilities; good judgment and tact. At least two years of fundraising experience, including database management.</p>

Salary/Hours	Market/Full Time
Employer/Agency	OakBend Medical Center
Address	1705 Jackson St
City, State, Zip	Richmond, TX 77469
Contact Person	Joe Freudenberger
Contact Title	CEO
Telephone Number	281-341-4819
Fax Number	281-341-3056
Email Address	JFreudenberger@obmc.org
Application Method	Online
Opening Date	12/16/14

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