

Uwchlan Ambulance Corps Job Description Director of Development

POSITION TITLE:

Director of Development

POSITION IDENTIFICATION:

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| Reports to: | Board of Directors |
| FLSA Code: | Part Time/Non-Exempt |

SALARY:

Commensurate with experience

HOURS:

Up to 20 hours a week

POSITION PURPOSE AND SUMMARY:

A new position in the organization, the Director will have the opportunity to build the development function. The Director is responsible for all fundraising activities of UAC, including but not limited to, annual fundraising plans, donor outreach, special events, capital campaigns, and community outreach. The Director will report to the Board of Directors and will work closely with the Chief, Assistant Chief, and President.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Director of Development must possess and apply knowledge and skills necessary to successfully oversee all aspects of fundraising for the organization.

- Expand existing individual donor base
- Build business and community giving
- Meet with prospective and existing donors on a continual basis
- Establish effective communications with donors, the community, and municipalities.
- Prepare and enact an annual fundraising plan with goals and measures
- Direct social media content and activity
- Establish and maintain donor recognition programs
- Seek out and apply for grants
- Other duties as assigned by the President.

The Director of Development must perform all job responsibilities in a manner that protects patient privacy:

- The Director of Development is expected to protect the privacy of all staff information in accordance with UAC's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Company's Policies and Procedures on patient privacy may result in disciplinary action up to and including termination of employment or of membership or association with UAC.
- The Director of Development may access protected health information and other patient information only to the extent that is necessary to complete his/her job duties. The Director of Development may only share such information with those who must have access to protected information in order to complete job responsibilities related to treatment, payment or other Company operations.
- The Director of Development is encouraged and expected to report, without the threat of retaliation, any concerns regarding the Company's Policies and Procedures on patient privacy and any observed practices in violation of that Policy to the designated Privacy Officer.
- The Director of Development is expected to actively participate in Company privacy training and is required to communicate privacy Policy information to coworkers, students, patients and others in accordance with Company Policy.

QUALIFICATIONS

Minimum Requirements:

- Must embrace the mission of UAC
- Strong interpersonal, writing, and communication skills
- Knowledgeable in fundraising techniques and technology
- Self-motivated and goal driven
- A bachelor's degree or equivalent work-experience
- 2 years of experience in a fundraising environment
- A valid driver's license; clean driving record
- Strong customer service orientation
- Computer literate
- Must be able to function with minimal to no supervision but recognizes when and where to seek guidance
- Must be able to handle multiple tasks and projects

PHYSICAL REQUIREMENTS OF THE POSITION:

SITTING/STANDING: Frequently while performing office duties.

LIFTING AND CARRYING: Occasionally required to lift and carry office supplies ranging from a few pounds to ten (10) pounds or above.

REACHING: Frequently to continuously throughout the work shift. Reaching will involve partial to full extension of the arms.

PUSHING AND PULLING: Occasionally.

DISCLAIMER

The information provided in this description is designed to indicate the general nature and level of work performed by the DIRECTOR OF DEVELOPMENT within this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees/volunteers assigned to this position. Management has the sole discretion to add or modify the duties of the position and to designate other functions at any time. This position description is not an employment agreement or contract.

ACKNOWLEDGMENT

I, _____, have read this position description in its entirety and fully understand the expectations, requirements and hazards associated with this position, and that the job description and duties are subject to change at the discretion of UAC. I also understand that if employed by UAC, I am employed as an at-will employee and that UAC or I may terminate the employment relationship at any time, without notice, and for any lawful reasons

Signature of Director of Development

Date