



### **Development Manager – Community Health Center - Pleasanton**

Axis Community Health is a nonprofit community health center that has served the Pleasanton/Livermore/Dublin area since 1972. We provide medical care, mental health counseling, drug and alcohol recovery services, and WIC nutrition services for 14,000 Tri-Valley residents. We are eastern Alameda County's only provider of medical care for low income and uninsured residents.

We are seeking an experienced Development Manager who will proactively seek funding opportunities, develop proposals, monitor projects and prepare required reports. Other duties include coordinating volunteer and donor activities and developing community relationships that generate support for the organization. This position reports to the CEO.

This is a 1.0 FTE salaried position (40 hours per week) and includes health/dental/vision insurance benefits after successful completion of the introductory period. Occasional travel between six sites (all located in the Pleasanton/Livermore area) and community activities and meetings is required. Salary is dependent upon qualifications.

For more information about Axis, visit us at: [www.axishealth.org](http://www.axishealth.org)

### **Qualifications:**

1. Bachelor's degree in health-related field/communications/ social services or related area.
2. Proven track record in grant writing and/or fund development activities.
3. Excellent writing and public speaking skills.
4. Ability to represent Axis in the community and to connect with local and regional stakeholders.
5. Analytical skills and the ability to assist/lead in the development of programs and services.
6. Computer expertise to include Word, Excel, Outlook and donor database software.
7. A solid commitment to the needs of underserved populations.

### **Responsibilities:**

Under the direction of the Chief Executive Officer:

1. Secure support for Axis by proactively seeking new funding sources and preparing and submitting grants and proposals to foundations and governmental, corporate and private entities.
2. Maintain ongoing support for the organization by overseeing current grants and contracts, monitoring contractual requirements for compliance, and working with senior management to ensure that grant and contract terms are fully met.
3. Complete all project/grant reports according to requirements and established timelines.

4. Develop effective relationships in the community which enhance the image of the organization and increase support from private and/or business entities for Axis.
5. Develop and maintain an annual fund and a donor recognition program that promotes and enhances support for Axis's services.
6. Develop and oversee Axis's volunteer department to include working with senior management to develop volunteer matches that are appropriate to the needs of the department, ensuring that all activities related to volunteers are conducted in accordance with legal and HIPAA requirements, and ensuring that all volunteers meet established criteria for providing services at Axis.
7. In coordination with the IT department maintain the Axis website and other social networking modalities, to include monitoring accuracy of information, responding to requests for information and inputting updates.
8. Understanding of and a commitment to Axis's mission and core values.
9. Perform other duties as assigned.

A background check is part of our hiring process. Axis Community Health is An Equal Opportunity Employer. E-mail your resume to [scross@axishealth.org](mailto:scross@axishealth.org). Include "Development Manager" in the subject line. Please provide a cover letter indicating why you are well suited for this position, and include salary history.