



Mission: Improving mobility, independence, and dignity, by providing access to life saving and quality of life enhancing durable medical equipment and supplies to every Palm Beach County resident in need of these critical links to recovery and support.

Job Description: Development Associate for Events and Sponsorship

Reports to: Director of Development

Time Commitment: Full Time-Exempt

Summary

The Development Associate will work with the Director of Development and other CCH leaders and volunteers to plan and coordinate fundraising events and events that attract high-profile donors and be responsible for identifying and soliciting sponsorships.

Essential Duties and Responsibilities

Event Coordination

- Responsible for planning and coordinating signature fundraising events and Donor Stewardship Events for CCH, candidate is also responsible for identifying and soliciting sponsors, event attendees, donors, and partners to ensure the event's success.
- Responsible for developing new events for Clinics Can Help. (Creativity is a Plus)
- Coordinate and train event volunteers.
- Coordinate the post-event debrief and make recommendations about improvements and enhancements to events.
- Share updates on events in various weekly/monthly meetings.
- Work with planning committees and ensure appropriate delegation Serve as the liaison for CCH non-fundraising events and work with Outreach Coordinator to ensure seamless efforts.
- Collaborate with the Director of Development and Marketing Vendors to develop and deliver communication and promotion as well as invitations and collateral for events and sponsorship opportunities.

Sponsorship Acquisition

- Leads sponsor package development for all event sponsor opportunities.
- Ensures sponsorship benefits are fulfilled, working with key staff in departments that are responsible for fulfillment of benefits.
- Assists CCH leadership to identify, pursue, and secure revenue-generating sponsorships in collaboration with CCH events.
- Under direction of the Director of Development, develop an event sponsorship plan that will support the overall fundraising goals of CCH.
- In collaboration with Director of Development fulfills sponsorship goals

Data Entry/Donor Cultivation

- Manages a donor database, maintaining the integrity and accuracy of all information.
- Troubleshoots database issues.
- Keeps in regular contact with donors and sponsors during and following fundraising events.

Development Department

- Assists Director of Development with Development Campaigns
- Assists with other fund development and program activities as requested and time permits.

Required Qualifications

Education & Experience:

- A Bachelor's Degree in project management, marketing, communications, business, or a related field or least 3 years' experience in fundraising, event planning or project management.

Knowledge, Skills, and Abilities:

- Be self-motivated and have a demonstrated record of successful execution of fundraising events and sponsorship acquisition.
- Have strong organizational and leadership capabilities.
- Have strong written and verbal communication skills.
- Have strong creative and strategic thinking and planning skills.
- Be able to work effectively alone and with a team and with many different diverse groups.
- Be willing to work occasionally on weekends.
- Have exemplary interpersonal skills and a disposition that will favorably impact sophisticated business leaders and donors.
- Have a high level of personal integrity and emotional intelligence.
- Have a commitment to lifelong learning and professional growth.
- Have a knowledge of Palm Beach County.

Physical Demands

- Some lifting, carrying, pushing or pulling up to 50 lbs. required.
- Some travel is required.

Compensation: \$45,000 - \$60,000/year depending upon qualifications and experience, plus a benefits package including matching 403B.

Additional Information: The responsibilities listed here are illustrative of the essential functions of the job and do not include nonessential or marginal duties that may be required. CCH reserves the right to modify or change the duties and essential functions of this job at any time. Nothing in this job announcement should be considered as an offer or guarantee of employment.

Interested applicants should submit a cover letter and resume to jamie@clinicscanhelp.org, subject: Events Position. Clinics Can Help is an Equal Opportunity Employer. Position will remain open until filled.

