

Cornell Scott-Hill Health Corporation is seeking a Senior Development Specialist to join our team!

The Senior Development Specialist reports to the Chief Development Officer and will help to steward philanthropic support from individuals, corporations, and foundations for various Cornell Scott-Hill Health Center (CS-HHC) priorities. The Senior Development Specialist is responsible for the implementation of development operations and events, and the development website and social media. Leadership and strategic thinking are mandatory. Some weekend work is required.

Salary Range: \$65,000 - \$85,000 annually

Responsibilities include but are not limited to:

- Initiates, develops, and stewards cooperative relationships with key donors and community partners.
- Coordinates CS-HHC donor events.
- Plans and coordinates strategies to develop donors and contributions to overall support of the CSHHC development operation.
- Maintains the highest level of privacy regarding donor information.
- Prepares fundraising materials including proposals, letters of inquiry, reports, presentations, and acknowledgement letters.
- In consultation with the Chief Development Officer, plans and engages in solicitations of donors.
- Assures the availability of materials to support donor solicitation.
- Responsible for successful coordination with the Marketing and Community Relations Department, which may include coordination of events, production of development materials, developing donor social media strategies and overall coordination of donor publicity.
- Reviews all donor gifts to ensure appropriate allocation and designation of funds with the Manager of Development Administration and Research.
- Communicates with donors to find out their needs and their level of satisfaction.
- Expresses a helpful, positive manner with peers, subordinates, and customers.
- Assures program quality and organizational stability through development and implementation of standards and controls, systems and procedures and regular evaluation.
- Contributes to the formulation of, and administration of policies to ensure the integrity of the Organization.
- Performs all other duties as assigned.

Requirements:

- Bachelor's degree required, Master's degree is preferred.

- Minimum of three (3) years' experience in nonprofit development/workforce development or community relations, with an emphasis on development and event management.
- Supervisory and managerial skills are essential.
- Demonstrated knowledge and a minimum of three years' experience in fundraising management.
- Demonstrated knowledge of federal and state legislation affecting charities.
- Demonstrated knowledge and a minimum of three years' experience in event management.
- Demonstrated experience working with consultants and deadlines to deliver excellent results.
- Demonstration and experience in the recruitment and management of volunteer resources.
- Demonstrated proficiency in database management, Microsoft Outlook, Online meeting software, and various platforms within social media.

Travel within the State of Connecticut is required on an occasional basis.

CS-HHC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran.

How To Apply:

To apply to the Senior Development Specialist position, please go to www.cornellscott.org/careers or copy and paste the below link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=840ec740-c66f-46af-81c4-c36f036ff576&cclId=19000101_000001&jobId=465481&lang=en_US