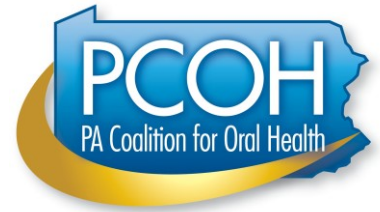


DEVELOPMENT COORDINATOR

REPORTS TO: Executive Director, PA Coalition for Oral Health



GENERAL PURPOSE OF THE JOB: The Coordinator is responsible for providing strategic support and high-level implementation of the coalition projects. The Coordinator will be responsible for foundation, government and corporate grant research and writing and for building and expanding over time a base of donors to supplement traditional grant opportunities. The ideal candidate should have a history of quantifiable fundraising success as well as experience with project management and grant writing. The Coordinator should be a team player with excellent organizational and interpersonal skills, both with donors and other staff. Reporting to and working in close collaboration with the Executive Director, the Development Coordinator will also serve as a lead for specialized statewide oral health projects and task forces.

LOCATION: Telecommute; weekly/monthly meeting travel required

WORK EFFORT: 24-30 hours/week, Independent Contractor position, \$30/hour, up to \$42,000/year

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Track all foundation and corporate grant cycles and opportunities, help cultivate and maintain relationships with funders and take the lead on formulating and writing grant proposals to these funders, as well as government entities.
- Assist in the creation and implementation of an annual appeal that integrates all aspects of fundraising (appeals, fundraising events, major gifts, and grant support), sponsorship, and revenue generating activities.
- With the Executive Director, help prepare and guide the activities of the Oral Health Plan Implementers - foster and maintain an active group of members and volunteer leaders to advocate for the workplan.
- Help develop and implement an overall strategy that will increase the visibility and brand of the Coalition and support its fundraising and other outreach efforts.
- Monitor the budget for the fundraising program, and work closely with the Executive Director and Board Treasurer on financial matters and revenue projections.
- Lead specialized task forces by organizing efforts and meetings, particularly with the state Oral Health Plan.
- Attend meetings and other events as appropriate, representing the Coalition with the highest level of professionalism.

EDUCATION AND EXPERIENCE:

- Bachelor's degree (B.A.) or advanced degree (e.g. MBA or MPH) is preferred and a minimum of three years of experience in a nonprofit environment.
- Background in healthcare not necessary, but helpful.
- Familiarity with fundraising database and relational management systems; federal and state grant work a plus.

SKILLS AND ABILITIES:

- Strong writing skills and demonstrated experience with writing foundation and other grant proposals.
- Ability to communicate effectively, diplomatically and persuasively with a diversity of people, from corporate and philanthropic leaders, foundation officers, and government leaders, to donors, prospective donors and organizational partners.
- Ability to think and plan strategically and creatively; Excellent organizational skills, self-drive and self-management.
- Works collaboratively and efficiently.
- Ability to navigate teleconferencing and data sharing programs.
- Ability to work with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.

**Interested applicants should forward resume/CV to Helen Hawkey, Executive Director, at helen@paoralhealth.org
Materials should be submitted no later than July 21st, 2017.**