



Carlos Otis Stratton Mountain Clinic

Director of Development

Position Description

*The Carlos Otis Stratton Mountain Clinic seeks a dynamic leader to serve as Director of Development for one of the country's most esteemed resort health care organizations, the **Carlos Otis Stratton Mountain Clinic.***

About the Clinic:

The **Carlos Otis Stratton Mountain Clinic (COSMC)**, established in 1971, was formed to provide superior general, urgent, and orthopedic medical services to Stratton Mountain Resort guests, homeowners, employees, and the surrounding communities on a seasonal (winter operation) basis.

The Clinic has served thousands of skiers, boarders, and other guests treating broken bones, realigning dislocated joints, performing Advanced Cardiac Life Support and Advanced Trauma Life Support, repairing lacerations, evaluating sore throats and helping families and the community whenever the need arises. In collaboration with the Resort, the Clinic operates Stratton Mountain Rescue ambulance service and partners with available emergency helicopter transport services. .

The Clinic is an independent non-profit organization. Our medical staff consists of a team of professional nurses, paramedics, radiology technicians, administrative staff and an exceptional, all-volunteer roster of Board-Certified surgeons and physicians from the top healthcare and medicine teaching institutions in the country.

About the Role:

The Clinic seeks a **Director of Development (DoD)**. The successful candidate will have a personal commitment to our mission, will be an experienced fundraiser, and enjoy working in a team environment.

Reporting to the Executive Director and partnering with the Board of Directors and the Development Committee, the DoD is responsible for leading fundraising and external relations to enhance and sustain philanthropic support to fund annual operations and to grow an endowment fund for the Clinic. The current budget is approximately \$1 million and expected to increase in the coming years while there are ongoing needs to refresh costly capital assets like our ambulance and medical equipment as needed.

The DoD will set and implement the annual and multi-year fundraising strategy. Leveraging the Executive Director and the organization's Board of Directors, the DoD will cultivate, solicit, and steward the organization's top funders and prospects to secure transformative investments in Carlos Otis Clinic's mission and strategic vision. The DoD will play a vital role in the clinic's success by leading fund development through retaining and maximizing support from current donors while identifying and cultivating new individual, foundation, and corporate funding sources.

The DoD will partner closely with the Executive Director, the Board of Directors and the clinic's medical professionals to maintain close alignment between health care service delivery goals and development efforts, ensuring the mission dictates the funding strategy. The DoD must be a team-oriented leader and extremely personable with internal and external constituents, demonstrating exceptional judgment and discretion. This is an exciting opportunity for someone eager to leverage their fundraising and strategic skills to amplify COSMC's impact.

This position could be full-time, part-time or seasonal, as the Board seeks the right candidate to assume these responsibilities and is open to a working arrangement that works best for the right candidate. The position is part hybrid and part in person at the Clinic in Stratton, VT. The DoD must have reliable access to a vehicle and computer / internet.

Core Responsibilities:

- 1. Raise the philanthropic resources necessary to support and fund COSMC's annual operations and endowment.**
 - a. Manage a portfolio of individual, corporate and foundation prospects and donors who have the potential to provide significant charitable gifts to the organization. Cultivate, solicit and close annual, major gift and multi-year contributions;
 - b. Identify, cultivate and engage new funding prospects to support the organization's short and long-term success;

- c. Mine for accurate data including email address, contact numbers, mailing addresses for current and potential donors;
- d. Develop and lead grant strategy, maintaining regular correspondence with foundations, donors, and board members with a long-term relationship approach;
- e. Serve as a passionate proponent of the organization and its mission;
- f. Appropriately represent the organization, its Board and leadership to donors, prospects and the community at large.

2. Implement a comprehensive fundraising strategy and program.

- a. Implement fundraising strategies and programs, including a special emphasis on major and leadership giving, corporate partnerships, foundation relations initiatives, and deferred and planned giving;
- b. Increase the organization's support from individuals, corporations, foundations and other sources;
- c. Prepare the annual and multi-year fundraising plan(s) in collaboration with the Executive Director and Development Committee for presentation to the Board of Directors;
- d. Provide detailed reports about the fundraising progress to the Development Committee, Board of Directors, and Executive Director on a regular basis;
- e. Oversee donor stewardship and recognition programs, as well as all annual giving programs; including a published annual giving report.
- f. Lead all special fundraising campaigns, including any future COSMC capital, endowment or comprehensive campaigns;
- g. Develop and implement event strategy and oversee annual fundraising events;
- h. Lead communications and marketing across a broad array of channels; serve as an ambassador for COSMC. Oversee the production of communications materials for brand awareness and engagement to strengthen visibility amongst the funding partners and the community, including website input and email newsletter distribution .
- i. Ensure that appropriate systems and procedures are in place to support the program's future fundraising goals.
- j. Help establish performance measures, monitor results and help the Executive Director, Development Committee and Board evaluate the effectiveness of the organization's fund development program. Monitor and secure all donor information; provide and present statistical analysis as needed.

3. Work collaboratively with volunteer and staff leadership to enhance their fundraising skills and to support their revenue generating efforts.

- a. Work effectively with the Development Committee and the Board of Directors to leverage their talents, resources and ideas to enhance fundraising activities; enhance Board members' ability to identify fundraising opportunities and encourage their ongoing participation as donors and solicitors.
- b. Build strong relationships and work collaboratively with the medical team's leadership and staff

Qualifications:

- Strong mission-alignment and passion for advancing philanthropy and for embracing nonprofit work in a healthcare environment;
- 5-plus years of professional experience in a nonprofit organization; demonstrated success in leading a similar-sized or larger development function (and creating and managing relationships with multiple donor sources);
- Reliable with a high level of maturity and sound judgment. Strong aptitude for relationship and project management across all levels of the organization; high degree of organizational astuteness and leadership skills;
- Knowledge and experience with technology and donor/CRM systems; Preference given to knowledge of DonorPerfect donor database management system.
 - A record of measurable results in organizing and implementing such activities as: major gifts, annual funds, corporate and foundation giving, planned giving, direct response and special events;
 - Demonstrated ability to work effectively with and quickly gain the respect and support of various constituencies, including board and staff members, donors, foundation and civic leaders; experience recruiting and organizing volunteers;
 - Creative, resilient, and strategic in approach;
 - A track record as an effective communicator leveraging multiple channels; highly developed skills in writing and speaking; competence at crafting proposals, donor correspondence and other kinds of materials; receptive and responsive to feedback; the ability to communicate the program's mission and interests to a broad audience;
- Strong organizational, administrative and time management skills with exceptional attention to detail;
 - The ability to work independently and as a team player, to work effectively virtually, while managing a balance of in-person meetings, now and in the future; ability to take initiative, and to manage multiple tasks and projects at a time;
 - Outstanding internal and external customer service skills;
 - Works well under pressure to meet deadlines.

Compensation and Benefits

Compensation commensurate with experience and the role. Benefits availability will be dependent on whether the candidate hired is full-time or part-time.

Interested candidates should send resume, cover letter and compensation requirements to: chuckgordon1979@gmail.com

Carlos Otis Stratton Mountain Clinic is an Equal Opportunity Employer and does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. Employment decisions are based on qualifications, merit, and organizational needs.

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