



Title: Director of Development (Major and Planned Gifts Officer)

Department: Development

Reports To: Chief Philanthropy Officer

Job Summary

Join a team of dedicated people making a meaningful difference in the lives of thousands of residents of Chester County. Community Volunteers in Medicine welcomes candidates who want to be part of our success story, building on 28 years of fundraising growth while working alongside development and leadership team members who are strategic, thoughtful, creative, and compassionate.

The Director of Development works in partnership with the Chief Philanthropy Officer and the Development Team to design and lead fundraising efforts that ensure the financial growth of Community Volunteers in Medicine (CVIM). The position focuses on sustaining and growing major giving commitments, converting annual donors to major gift donors, and securing planned giving commitments. We are seeking a goal oriented, relationship driven individual who has a passion for CVIM's mission. This role is 75% externally focused.

Key Responsibilities

Major Gift Program

- Actively manage a portfolio of approximately 150 major donors and prospects.
- Expand CVIM's major giving program by cultivating relationships with individuals and securing gifts of \$5,000 to \$100,000 and more.
- Develop, refine, and execute major giving stewardship strategies and tactics, collaborating with other team members.

Major Donor Pipeline Development

- Identify strategies and prospects to cultivate and solicit "next generation" philanthropists.
- Manage relationships with select members of CVIM's Harrison Society (\$1,000 - \$5,000).

Planned Giving

- Manage CVIM's Cornerstone Society, responsible for refining and executing strategies, and stewarding relationships with existing members.
- Personally cultivate relationships and planned gifts for 5-10 planned giving prospects.

Other Fundraising

- Cultivate and manage select corporate partnerships, securing general support and sponsorships for events.
- Represent CVIM in the community, at events and other engagement opportunities as needed.

Development Operations

- Maintain updated prospect information in Donor Perfect including donor contacts, strategies, and projections.
 - Perform other mission-aligned duties as assigned by leadership.
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Qualifications

- **Education:** College degree preferred; equivalent experience will be considered.
 - **Experience:** Five to seven years development experience, minimum of three years managing major donor relationships. Relevant sales experience may be considered.
 - **Skills & Attributes:**
 - Passion for the CVIM mission.
 - Demonstrated relationship management and interpersonal skills.
 - Proven record successfully soliciting gifts and achieving goals.
 - Planned giving experience preferred.
 - Outstanding verbal and written communication skills.
 - Demonstrated analytical skills; experience creating data-driven strategies.
 - Ability and desire to work collaboratively in a team-driven culture.
 - Able to manage highly sensitive information with discretion and integrity.
 - Available to work some evenings and weekends for donor events and interactions.
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Hours and Location:

- **Hours:** Standard 40 hours per week, with flexibility for some evening and weekend events.
- **Location:** West Chester, PA
- Primarily onsite, with option for 1-2 work from home days after orientation period.

Physical Requirements:

Ability to remain in a stationary position (sitting/standing) for extended periods.

- Ability to move about the workplace to access files, equipment, and meet with staff.
 - Ability to operate a computer and other office equipment.
 - Ability to lift and move up to 10 pounds occasionally.
 - Ability to travel to local events and donor meetings.
 - Must be able to perform essential job functions with or without reasonable accommodation.
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About CVIM:

Community Volunteers in Medicine (CVIM) is a free healthcare center providing high-quality, comprehensive, and compassionate healthcare to low-income uninsured workers and their families. Based in West Chester, PA, we work to address health disparities in the Chester County region. Our workforce includes a core group of paid staff and hundreds of skilled volunteers. We work together in a welcoming, positive and collaborative environment to meet community needs and deliver patient-centered care. Our success relies on philanthropy, volunteerism, and community partnerships.

CVIM provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, and any other characteristic protected by federal, state or local laws.