

HOSPICE OF THE NATURE COAST
A program of Hospice of Citrus County
POSITION POSTING
June 30, 2010
2010-079

Hospice of the Nature Coast is currently seeking to fill a vacancy for a
Development Manager
High Springs / Alachua County
Full time

POSITION SUMMARY: Based out of the High Springs, FL office, this position is responsible for supporting the mission of Hospice through analyzing, developing, overseeing and evaluating all development/fundraising programs.

Core Responsibilities Include:

1. Research, create, oversee, implement and evaluate a comprehensive development strategy for the organization incorporating an array of fundraising approaches.
2. Develop and monitor revenue projections and expense budgets for development functions.
3. Assists in developing short and long range goals.

Other Responsibilities/Functions:

1. Maintain professional standards.
2. Observes confidentiality policy at all times.

Minimum Knowledge, Skills and Abilities:

1. Bachelor's Degree or commensurate work experience (Masters Degree is preferred).
2. Excellent organizational, interpersonal and planning skills required.
3. Ability to handle multiple projects and effectively prioritize work flow.
4. Knowledge of and experience in development methodologies.

Special Demands/Physical Requirements:

The position requires requires a considerable amount of time riding in or driving a motor vehicle in connection with on-the-job requirements. Must have a reliable mode of transportation.

This organization conducts pre-employment drug testing and employees may be asked to take a test to determine the presence of drugs, narcotics or alcohol if there is reasonable suspicion that the employee is using or has used drugs in violation of Hospice policy.

Qualified candidates may obtain an application at any Hospice of Citrus County / Hospice of the Nature Coast clinical locations or online at www.hospiceofcitruscounty.org or www.hospiceofthenaturecoast.org.