

Director of Development and Community Relations

1. Offer a warm and gracious welcome in assisting all people who connect with the Diversity Center, community members, donors, volunteers, and partners. (4 – Health related Outreach)
2. Represent The Diversity Center at events and programs, when possible, including grantee events, and share stories and photos with the Communications team for incorporation into our storytelling. (4 – Health related Outreach)
3. Spread the word. Evangelize for The Diversity Center locally to share The Diversity Center's story and recruiting potential supporters at community events. (4 – Health related Outreach)
4. Encourage and support resource development opportunities across all programs. (4 – Health related Outreach)
5. Coordinate fundraising events throughout the year. (4 – Health related Outreach)
6. Positive attitude, where no project is too big or too small and no problem is above or beneath you — not afraid to roll up your sleeves and get your hands dirty (sometimes literally). (4 – Health related Outreach) (6 – Health related Referral, Monitoring and Coordination) (8 – Medi-Cal application) (15 & 17 Health related Program Planning and Development)
7. Expertise in crafting effective written funding requests to existing/potential donors. (15 & 17 Health related Program Planning and Development)
8. Track and clearly communicate grant proposal and reporting requirements and deadlines to all necessary staff and coordinate the creation of all materials for grant proposals and reporting. (15 & 17 Health related Program Planning and Development)
9. Track and clearly communicate grant proposal and research the giving interests of foundation funders, stay abreast of philanthropic trends and recent foundation giving and identify new grant funding opportunities that align with our programs and strategic objectives. (15 & 17 Health related Program Planning and Development)
10. Track and clearly communicate grant proposal and write grants for private foundation funding and local, state-wide and national funding. (15 & 17 Health related Program Planning and Development)
11. Take an active role in the visioning, fundraising, and evaluation of new, complicated, and ambitious projects as appropriate. (15 & 17 Health related Program Planning and Development)
12. Engage and support staff in uncovering new fundraising opportunities and offering impactful donor experiences. (15 & 17 Health related Program Planning and Development)
13. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
14. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)