

FAMILY HEALTH CENTER

JOB DESCRIPTION

Advancement Specialist

EDUCATION: High School Diploma or equivalent required; college hours preferred.

REPORTS TO: Chief Advancement Officer

SKILLS:

- Efficient organizational and planning skills, as reflected in the abilities to prioritize multiple simultaneous tasks, meet deadlines, and produce timely, accurate results in a sustainable fashion
- Proficiency in written & verbal communications; Spanish language skills preferred
- Capacity to interact comfortably with staff, patients, community partners, and community members
- Ability to perform in a cross-functional team approach with shared job responsibilities
- Ability to prioritize work and produce timely work with attention to detail
- Understanding of the organization 's overall mission, history, culture, and objectives
- Computer literacy with related knowledge of software programs, Internet, social media, and mail
- Capacity to maintain and monitor current social media and respond to inquiries

PRIMARY DUTIES:

- Provide clerical and administrative support to A&CR Department
- Facilitate communication among A&CR team members
- Contribute to smooth logistical operations for meetings/gatherings/events
- Participate in the dissemination of documents relevant to FHC work to clinical staff, patients and families, organizational partners, and the public
- Provide assistance to Grant Writer/Manager in searching, documenting, and compiling grant opportunities – as well as supporting the application and reporting process (50% of time)
- Assist Development Director with donor data collection/entry/maintenance (25% of time)
- Support Communications Director in public relations activities, management of media contacts, and related printed/electronic materials; assist Volunteer & Community Outreach Coordinator in support of events and outreach; and aid Community Health Engagement Manager with program-specific data entry/collection/upkeep (25% of time)
- Keep the relevant others informed about upcoming deadlines, thereby ensuring smooth completion of work responsibilities
- Perform all tasks with a high level of integrity, and in a manner consistent with the mission, vision, and culture of the organization
- Comply with all regulations related to confidentiality of patient information
- Follow strategies described by the CAO to optimize team functioning

OTHER DUTIES:

- Other duties as assigned by supervisor

PHYSICAL AND MENTAL REQUIREMENTS:

- Possess a valid Texas driver's license and appropriate liability insurance
- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting; long periods of sitting
- Frequent use of computer, telephone
- Continuous repetitive grasping and manipulation with both hands; occasional reaching
- Continuous conversational communication
- Occasional use of personal vehicle (expenses may be reimbursed under specific circumstances)
- Read and interpret detailed instructions & specifications