



Virginia Garcia Memorial  
**FOUNDATION**

**Description**

<b>Job Title:</b>	Development Coordinator
<b>FLSA:</b>	Hourly “Non-Exempt”
<b>Base Salary:</b>	\$16,344.9 (if annualized, \$33,997)
<b>Department:</b>	Virginia Garcia Memorial Foundation (081)
<b>Reports to:</b>	Executive Director, Virginia Garcia Memorial Foundation

*Virginia Garcia Memorial Foundation provides enduring support for Virginia Garcia Memorial Health Center through funding, community relations and the cultivation of community partners. Since 1975, Virginia Garcia Memorial Health Center has provided high quality, comprehensive and culturally appropriate primary health care to the communities of Washington and Yamhill Counties with a special emphasis on those with barriers to receiving care.*

**Job Summary:** The Development Coordinator (DC) is an integral member of the Virginia Garcia Memorial Foundation team and will take an active role in database management and will assist in aspects of communications and fundraising for the Virginia Garcia Memorial Health Center (the Center).

The Development Coordinator (DC) will support the fundraising team through a variety of important tasks including: database management; support for communications to individual, corporate and foundation donors; fundraising event support; volunteer program support; and general administrative support.

The individual in this role will work with the Foundation team to create and maintain a positive work environment. Some nights and weekends will be required.

**Essential Duties and Responsibilities:**

- Manage the donor database through gift entry and processing as well as the generation of donor reports for the fundraising team.
- Generate weekly acknowledgement letters, personal thank you notes and thank you phone calls to donors.
- Partner with the Center finance department to reconcile donations on a monthly basis.
- Participate in the annual financial audit.
- Partner with the Center to support to the organization’s volunteer program.
- Partner with the fundraising team to create e-correspondence in Constant Contact.

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- Coordinate direct mail outreach to donors with the fundraising team.
- Provide support for Foundation events.
- Take minutes at Board and Executive Committee meetings.
- Provide general fundraising support for the fundraising team.
- Perform other duties as requested.
- Handle protected health information in a manner consistent with the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**HIPAA Requirements:**

The Development Coordinator will have some access to patients for the purposes of interviewing to gather patient stories. Applying the minimum necessary standard of HIPAA, if interviewing patients, the DC shall not disclose individual identifiable information without the proper consent form completed by the individual interviewed.

**Knowledge, Skills, and Abilities Required:**

- Experience working with a donor database required.
- Experience working with Microsoft Office Suite required.
- Proven successful experience working as a member of a team.
- Excellent interpersonal and written communication skills.
- A positive and professional work ethic.
- Ability to set priorities, take initiative and manage diverse responsibilities.
- Must have a valid Oregon Driver's License (ODL), and insured vehicle for some travel within Oregon and Washington.

**Education and Experience Required:**

- Bachelor's degree or equivalent experience.
- Experience in fundraising preferred
- Experience working with volunteers preferred

**Behavioral Competencies:**

***Accountability***

- *Role model VG's mission, vision, and shared values*

***Customer-Focus***

- *Listen to the voice of the customer and strive to delight them by exceeding their expectations*

***Teamwork***

- *If someone needs help, help them*

***Initiative***

- *Be innovative, apply fresh ideas, and continuously improve how you do your work*

***Confidentiality***

- *Maintain strict confidentiality and respect the privacy of others*

***Ethical***

- *Demonstrate integrity, honesty, and stewardship in all encounters at work*

***Respect***

- *Demonstrate consideration and appreciation for co-workers and patients*

**Communication**

- *Demonstrate the ability to convey thoughts and ideas as well as understand perspective of others*

**Physical Requirements:**

Percentage of time spent:

- Standing: 5%
- Walking: 10%
- Sitting: 75%
- Lifting/Carrying: 5%
- Bend, Reach, Stoop: 5%
- Use of Computer: up to 80%
- Must be able to lift/carry up to 40 lbs – supplies

**Equipment Used:**

**Office Equipment**

- Computer: to perform data entry and word processing
- Telephone: able to hear and communicate
- Fax
- Copier

**Immunization:**

Staff member must meet immunizations requirements as stated in VGMHC's immunization policy.

*Job description represent a general outline of the essential and major job duties, functions and qualifications required. They cannot be all-inclusive and comprehensive due to the dynamic nature of work performed to accomplish VGMF's Mission.*

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_

**Workplace site (circle one)**

**VG Home Location:** VG Administration