



VHOCC Development & Gifts Officer

About Volunteer Hospice of Clallam County

Building on over four decades of hospice experience, Volunteer Hospice of Clallam County (VHOCC) provides industry-standard care for end-of-life and chronically ill patients; including professional 24-7 nursing care, grief support, medical equipment lending, and education. VHOCC is one of the nation's only free, community-supported, independent nonprofit hospice and palliative care providers.

Position Information

VHOCC seeks a Development & Gifts Officer (DGO) with deep existing relationships in the community. This individual will focus on securing large financial donations by identifying, cultivating, soliciting, and stewarding individuals and corporations. The DGO will build relationships, develop outreach campaign strategies, and manage donor portfolios. This individual will work closely with members of the Mission Support and Clinical teams to achieve outcomes.

VHOCC is held in high regard within the community, resulting in a large number of unsolicited donations and uncultivated, unexpected estate gifts. The successful candidate will have the skills and experience to build on this broad-based support to create a pipeline of major and planned gifts to cover annual operating costs and increase resources for operations and investment.

The DGO position reports to the Executive Director. Working with the staff, board members, and a cadre of dedicated volunteers, the DGO will systematize all aspects of the development program to create an increased, consistent, and reliable stream of support for the organization.

Salary: \$85,000-\$90,000

Responsibilities:

- Develop and implement strategic plan to achieve growth-oriented short-term and long-term development goals.
- Plan multi-year revenue goals and work with the ED, Board, and Development Committee to achieve these goals.
- Manage a portfolio of 120+ major gift prospects and donors and create a comprehensive moves management plan for each.
- Research and identify potential major donors who align with the organization's mission and fundraising goals.
- Draft and implement compelling fundraising materials targeting specific segments of donors, including collateral, mailings, proposals, and impact reports.
- Manage and steward the planned giving donor circle. Establish and execute a comprehensive strategy to grow planned giving donor circle.



- Establish and execute a life income giving strategy with a focus on bequests.
- Plan and execute regular major-donor cultivation events.
- Oversee the donations team on overall processes and procedures related to gift entry and processing.
- Monitor and report regularly on the progress of the development program.
- Manage day-to-day development operations.

Needed Skills:

- Understanding & experience with principles of donor cultivation, moves management, and gift solicitation.
- Knowledge & experience using donor DB as a tool for identification of major and planned gift prospects.
- Excellent communication and interpersonal skills.
- Strong persuasive & closing skills.
- Extensive understanding of planned giving vehicles in a health care setting, including charitable gift annuities, real estate and other non-cash tangible gifts, charitable remainder and lead trusts, testamentary trusts, bequests, life insurance policies, and retained life estates.
- Understanding of legal, financial, and administrative regulations associated with planned giving.
- Understanding of development work in a small, rural community.
- Understanding of development work within a small non-profit with limited support staff.
- Ability to effectively train and manage volunteers.
- Ability to work in a collaborative and consultative manner.
- Proven experience with research, prospecting, and strategy development for donor approach.
- Organizational and time management skills
- Ability to work with individuals of various backgrounds and experiences.

Desired Qualifications:

- Bachelor's or Master's in business, marketing, philanthropy, or related field.
- At least 5 years of progressively responsible experience in fundraising, including at least 3 years of experience securing major gifts (>\$25,000) and planned gifts.
- Experience raising support for non-profit with >\$1 million annual budget.
- Experience working in a small-shop development department and in a rural community.
- Demonstrated successful, progressively increasing achievement in fundraising.
- Experience leading a significant major gifts campaign.

VHOCC is an Equal Opportunity Employer committed to diversity, racial equity, and inclusion. VHOCC does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, pregnancy, disability, work-related injury, covered veteran status, political ideology, genetic information, marital status, or any other factor that the law protects from employment discrimination. This position is subject to reference checks, the completion of a background and credit check. All VHOCC employees are required to provide proof of vaccination for COVID-19 before beginning work.