



THE FREE MEDICAL CLINIC OF GREATER CLEVELAND

12201 Euclid Avenue ♦ Cleveland, Ohio 44106 ♦ Phone: (216) 721-4010 ♦ Fax: (216) 707-3530 ♦ www.thefreeclinic.org

Development Manager

Full Time: 40 hours per week
Salary: Commensurate with skills and experience

ROLE: Responsible for maintaining and building foundation and government sources of funding. Produce grant proposals and oversee the grants management function at The Free Clinic.

Qualifications:

Required: Candidates should possess a Bachelors degree and have two to three years experience in grant writing or research/academic writing. A background in fund development is a plus. Candidates must have demonstrated ability to work efficiently and effectively to meet project or fundraising goals. Experience managing multiple projects is essential. Excellent oral, written, analytical and organizational skills. A Masters degree in non-profit management or other relevant disciplines and experience with development database systems preferred.

AREAS OF RESPONSIBILITY:

- 1) **Fundraising:** Identifies and solicits corporate, foundation and government prospects. Manages foundation cultivation and stewardship.
- 2) **Grant Management:** Prepares grant proposals and budgets. Manages relationships with granting institutions. Prepares and submits grant reports. Works closely with program staff to create grant requests. Assures the accuracy of foundation donors and prospects in the development database. Prepares the annual grant calendar and tracks grant revenue.
- 3) **Other Duties:** Attends departmental and Free Clinic all-staff meetings. Contributes to organizational decision-making through active participation in the process. Works effectively and positively with co-workers and volunteers. Other duties as assigned by supervisor.

Submit Resume by July 9, 2010 to:

Jolynda Gibbs, HR Manager, jgibbs@thefreeclinic.org

The Free Medical Clinic is an Equal Opportunity Employer & service provider

