



## Free Clinic Looking for an Outgoing Development and Outreach Coordinator!

Ebenezer Medical Outreach (EMO) is a free health care clinic offering a variety of medical, pharmacy, and dental services to uninsured and underinsured residents of the Tri-State Area. We are looking for someone as passionate as us in serving the uninsured and expanding our impact! The Development and Outreach Coordinator is a leadership position that will work closely with EMO executive staff and board members to expand our capacity to serve our target population. The duties will fall into 3 distinct areas:

- 1) **Development** – work with Board of Directors Development Committee to formulate and implement a plan to establish a foundation fund, develop a fundraising plan, maintain donor database, and increase our charitable donations. Goal will be to build our fundraising capacity, doubling our current fundraising amounts.
- 2) **Marketing** – using a variety of mediums including traditional press, social media, special events, among others, the Development and Outreach Coordinator will develop a plan to accurately track our charitable activities, patient experiences, etc. and report them regularly to the local community. These data will inform our fundraising and recruitment efforts as well.
- 3) **Patient Recruitment** - working with medical director, the Development and Outreach Coordinator will develop an outreach plan to advertise our services to populations that may need our services. Develop handouts for distribution to other health care providers offices, local restaurants, emergency dentists, ER’s, etc. with the goal of doubling number of uninsured patients seen.

### Minimum Qualifications:

- The ideal candidate will have a Bachelors degree
- 2 years of experience in the non-profit or grant management area
- Experience in outreach, social media, and fundraising. Word/Excel/PPT/social media experience required
- Health care experience preferred
- Experience in the communications field
- Excellent communication skills, both oral and written, including the ability to make public presentations and speak with the media. Establish good rapport with community.
- Ability to work as part of a team.
- Must be an outgoing, self-starter, able to manage multiple projects at a time and meet deadlines.
- Knowledge of the community healthy lifestyle initiatives
- Most of all have a passion for serving the underserved.
- Media and Promotion experience
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### BENEFITS

#### BENEFIT

#### SUMMARY OF BENEFIT

#### ELIGIBILITY REQUIREMENTS

#### Retirement Fund

Employee is eligible to participate in the 403(b) retirement plan. Employee is responsible for 100% of the contribution.

All employees are eligible to begin contributions after 90 days of employment.

#### BENEFIT

#### Supplemental Insurance

SUMMARY OF BENEFIT

Employee is eligible to take out AFLAC and Medical Life Insurance. Employee is responsible for 100% of the cost.

ELIGIBILITY REQUIREMENTS

All employees are eligible to take out the insurance after 90 days of employment.

Salary is commensurate with experience.

Send resume to [rebeccaglass@emohealth.org](mailto:rebeccaglass@emohealth.org)