



**Join Our Team!** HealthFinders Needs You

## Director of Advancement

### About HealthFinders

Do you see the need in our communities and are you driven to make a difference? Do you believe everyone should have access to basic health care? Would you like to remove barriers to care and help patients become their healthiest self? Then join our diverse team of compassionate, caring, and dedicated professionals.

HealthFinders Collaborative is a growing community clinic providing quality health care (primary medical, dental, and mental health), advocacy and wellness education for people who have limited access to care. HealthFinders has a unique, holistic, community-based, health care model that works, as a result, we are growing and need to build a bigger team! Once just a Rice County based organization, we recently expanding our holistic model to our Steele County neighbors as well. Join us in ensuring everyone has access to the health care they need.

### About the Position

**Full-time, exempt; expected schedule is mostly days, some early evenings and weekends**

**Locations: Owatonna, Faribault, Northfield**

HFC is seeking a dynamic and strategic focused director of advancement to further the organization's development and fundraising program, as well and lead organizational advancement efforts by cultivating new and existing partnerships for long-term sustainability and growth. As a key member of the senior leadership team, the position will report to the executive director. The position will bring demonstrated experience, as well as an organized, passionate, creative, and visionary approach to build a long-lasting advancement program in support of HFC's unique mission.

#### Primary responsibilities:

##### *Lead organizational fundraising and development*

- Manage capital campaign strategy and campaign committee to achieve goals to support growth and sustainability of new facilities and innovation
- Develop short-mid-long-term stewardship, cultivation and solicitation strategy and plans to achieve annual fundraising goals set by board and leadership
- Update and implement a strategic development plan, maintaining policies and procedures as appropriate
- Facilitate annual fundraising initiatives and achieve fundraising goals for each initiative: gala, appeals/ solicitations, other events, and campaigns
- Manage volunteers, interns and committees associated with achieving fundraising goals
- Lead and supervise organizational advancement team to raise funds to meet HFC's operating budget and support programs and services
- Oversee the research, identification, and cultivation of funding sources, including corporate and foundation funders, individuals, local businesses and more
- Work closely with the executive director and the board of directors to implement development strategies



To apply please submit a cover letter and CV to Wendy Sara [sara.wendy@healthfindersmn.org](mailto:sara.wendy@healthfindersmn.org)

[healthfindersmn.org](http://healthfindersmn.org)

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- Implement, update, and maintain HFC's organizational sustainability plan, including renewing and expanding current operating and program support, and setting and meeting fundraising goals
- Develop long-term sustainability strategies exploring the creation of endowment, building strategic capital, and other projects as opportunity presents

## *Communications and stewardship*

- Manage portfolio of major donors and oversee volunteer and staff portfolios
- Support grant writing and reporting
- Manage brand, marketing and communications projects related to revenue generation
- Oversee communications consultants - PR, graphic design
- Oversee implementation of verbal and written communications plan with donors, prospects, partners, and the community, including appeals, donation acknowledgments, annual tax receipts, and reports.
- Direct the development and publication of the HealthFinders Collaborative Annual Report.

## *Cultivate strategic relationships for organizational advancement*

- Identify and cultivate strategic relationships with institutions and individuals in support of building resources for the organization
- Lead the identification and cultivation of relationships with stakeholders in support of daily operations, including institutional partners, volunteers, and others
- Collaboration, as well as direct fundraising with new and existing institutional partners including corporate and mission stakeholders

## *Other*

- Manage and support Partner Relations staff, interns and volunteers
- Oversee Salesforce administrator, database management and processes for entering, recognizing donations
- Lead collaboratively with the HFC administrative team, directing staff and interns to accomplish program and organization-wide goals.
- Maintain a high level of current professional knowledge and skill in areas of organizational advancement, fundraising and development, and related communications

- Provide data and analytical reports to the Executive Director and Board of Directors.
- Other duties as assigned.

## **Experience and Qualifications:**

- Bachelor's degree or equivalent education or experience; baseline certification in fundraising, CFRE preferred.
- 5 years minimum experience in the nature and dimensions of philanthropy, ethics, motivations for giving and volunteering, research and cultivation practices; standard fundraising techniques including face-to-face solicitation, direct mail, and development office functions including gift processing, prospect and donor histories, and fundraising reporting; corporate social responsibility, marketing, and/or business development
- An understanding of the needs and interests of leadership and major gift donors in order to develop relationships between them and the organization.
- Successful experience in making initial introductory calls and visits in support of evolving the portfolio to incorporate greater numbers of cultivation and solicitation strategies.
- Must be willing to meet in offices and homes of assigned prospects and donors across the Rice and Steele Counties and the 7-County Metro
- Direct solicitation experience is essential.
- Must have excellent interpersonal, written, and verbal communication skills.
- Proven planning and organizational skills.
- Familiarity with Microsoft Windows, PowerPoint, Excel, and Salesforce Nonprofit Success Package, or a comparable constituent relationship database platform.



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## About Our Facilities

Our Faribault office serves as the hub of our dental clinic. Built in 2020, we are proud of our high-quality equipment and facilities. We have a dedicated, modern lab for restorations and repairs. There are six exam rooms in our dental suite, plus the laboratory and panoramic imaging room. We also conduct exams in our Northfield and (soon) Owatonna offices.

## About Our Community

We serve Rice and Steele Counties in Minnesota, offering a fantastic blend of small town charm with convenient access to the Twin Cities' world-class arts and cultural activities. Our primary clinic is located in Faribault, and we also have offices in Northfield and Owatonna. Each city has a thriving downtown and unique qualities. Faribault is home to Shattuck-St. Mary's School, a nationally recognized boarding and day school and has robust manufacturing and government sectors. Northfield is home to two colleges: Carleton and St. Olaf, and has a diverse mix of education, manufacturing, and health care industries. Owatonna is a vibrant community with a healthy, diversified economy and the Mayo Clinic Health System's Owatonna clinic.



*Conveniently located just south of Minneapolis and St. Paul*

Our service areas provide easy access to outdoor recreation, including golf, fishing, biking, and other year-round outdoor activities, such as visiting Nerstrand Big Woods and Rice Lake State Parks.

This position allows you the choice to live in an urban, suburban, small town, or rural environment.

## How to Apply

Please send a brief cover letter and resume to Wendy Sara:  
[sara.wendy@healthfindersmn.org](mailto:sara.wendy@healthfindersmn.org)



*The scenic riverfront of Northfield*

