



## Job Announcement

### Development Manager (FT, Exempt)

#### Organization Info

Inner City Health Center is a Christ-centered healthcare home for underserved individuals where consistent, high quality treatment is provided in an atmosphere of genuine respect. We express our love for Jesus Christ and our compassion for those in need through our deep concern for their physical, emotional, and spiritual well-being.

At Inner City Health Center, we provide high-quality medical, dental and counseling services to the uninsured on a sliding fee basis. We also accept Medicare and Medicaid patients.

#### Position Summary

The Development Manager, under the supervision of the Executive Director of Development, works to advance the mission of the organization by managing key fund raising and public awareness functions. Areas of focus will include marketing, communications, event management, and engaging churches and other community organizations. The Development Manager will help ensure that everyone in the Denver area knows about the important work that is being done at Inner City Health Center, which will help drive donations, strategic partnerships and volunteerism.

#### Key Responsibilities

- Manage Marketing and Branding on behalf of the organization
- Manage External Communication on behalf of the organization
- Manage relationships with the faith community and other local organizations
- Manage events and liaise with third party groups

#### Qualifications

- 3 or more years of experience in Development, Sales, Relationship Management, or similar functions
- Bachelor's degree in Business, Marketing or equivalent experience; nonprofit experience strongly preferred
- Excellent communication skills including public speaking; the ability to influence people and get them to respond
- Ability to maintain confidential information
- Ability to handle multiple projects
- Experience using CRM software
- Valid Colorado State Driver License
- Reliable personal vehicle with insurance
- Ability to pass a pre-employment Background Check

**Compensation**

Competitive salary commensurate with experience and a benefits package will be available.

**To Apply**

Please send Cover Letter and Resume via email to Kevin L. Mullin, CFRE, Executive Director of Development – [kevinm@innercityhealth.com](mailto:kevinm@innercityhealth.com).

All complete submissions will be acknowledged, those selected for an interview will be contacted within a week to schedule an appointment.