



Since 1997, Shepherd's Hope has provided free medical services to the uninsured and underinsured in Central Florida by encompassing all faiths and serving all faiths. Today, 20 years later, Shepherd's Hope has evolved to five free-standing health centers, in Orange and Seminole Counties, that cumulatively have provided more than 250,000 free, primary care and specialty care patient visits to uninsured men, women and children across Central Florida. A dedicated group of 2,800 licensed medical and general volunteers, three community hospital systems, 100 diagnostic/surgical providers and 23 multi-faith partners worked collaboratively in 2018 to provide 19,000 free patient visits and medical services to the uninsured, creating a beautiful collaboration that has Central Florida's own Shepherd's Hope regarded nationally as an exemplary model of healthcare.

**Position:** Vice President of Philanthropy  
**Start Date:** Immediate  
**Salary:** Minimum salary is \$70,000; actual salary will depend on experience and qualifications  
**Hours:** Full-Time – Monday through Friday  
**Location:** Shepherd's Hope Administrative Offices (Dr. Phillips/Windermere Area)

**Preferred Qualifications:**

- A Bachelor's Degree in Business Administration, Nonprofit Management, Communications, Marketing or a related field required. A Master's Degree preferred. CFRE credential is highly desirable.
- Five (5) years of progressive experience in planning and implementing a robust philanthropic plan and community relations/brand management campaigns advancing growth in \$2 million or larger organization with at least three (3) years of administrative/ management experience directing all aspects of a comprehensive Fund Development Department with demonstrated success.
- Essential traits include strong oral and written communication, strong interpersonal skills and excellent organizational ability. Proven problem solving ability, time management skills and supervisory experience are required. Management experience in an entrepreneurial, collaborative culture where results depend on teamwork.

**Position Summary:**

As a key member of the Senior Management Team the Vice President embraces and proactively safeguards the mission, values, vision, and culture of the organization.

The Vice President oversees all fundraising activities; including grants, annual appeals, special events, major and planned gifts, comprehensive capacity and capital campaigns as well as endowment building. This position has direct responsibility for developing donor identification, qualification, cultivation, solicitation and stewardship programming for the organization while maintaining a personal portfolio of major donor prospects and donors. Moreover, the position provides overall management, supervision, leadership, and coordination of the operational, budgetary, and personnel requirements for all of the aforementioned areas of responsibility.

- Enthusiasm and appreciation for the value of nonprofit social service organizations and the vital role of philanthropy to fulfill their mission and vision.
- Experience in writing, articulating and implementing Strategic Fund Development Department Plans, including all areas of fundraising, community relations/brand marketing and special events. Strong history of successful grant research and writing.
- Effective presence, verbal/written communication and presentation skills necessary to interact with a variety of internal and external constituencies as well as engage a wide range of donors and build long-term relationships. Highly

developed public and interpersonal speaking skills, including the capacity to inspire and motivate staff, donors, prospects, board members and volunteers.

- Demonstrated experience of having expanded and cultivated existing donor relationships over time, including "closing management" skills (i.e., researching, cultivating, soliciting, and closing major gifts).
- Strong organizational and time management skills. Ability to set priorities, manage skills. Ability to set priorities, manage simultaneous priorities and meet deadlines.  
Flexible and adaptable style; a leader who can positively impact both strategic and tactical fundraising initiatives.
- Ability to work both independently without close oversight, but also a team player who will productively engage others at varying levels of seniority within and outside the agency.
- A professional and resourceful style; the ability to work independently and as a team player, to take initiative, and to manage multiple tasks and projects at a time.
- Computer literate with demonstrated knowledge of automated information management systems related to moves management, developing, monitoring and managing all aspects of a comprehensive Fund Development Department required. Advanced knowledge and experience with Microsoft Word, Excel, PowerPoint, Publisher and Outlook and donor database management (particularly Donor Perfect) preferred.

**Benefits:**

- Medical, dental and vision benefits
- Paid Leave and Holidays
- 401K Plan

**Qualified applicants may respond to this posting with a resume and cover letter to [hr@shepherdshope.org](mailto:hr@shepherdshope.org)**