



## Clinica Msr. Oscar A. Romero Community Health Centers

### Job Announcement

**Position Title:** Development and Communications Associate  
**Department:** Administration  
**Position Reports to:** Executive Director  
**Submit Resumes and salary history to:** Oscar Lopez, Human Resources Director  
Fax: 213989-0169 Email: [lpzoscar@clinaromero.com](mailto:lpzoscar@clinaromero.com)  
123 S Alvarado Street Los Angeles CA 90057

#### Position Objective:

Reporting to the Executive Director, the Development & Communications Associate will have the primary responsibility for supporting the fundraising goals and implements agency-wide communications to enhance the current Development Department's fundraising and communications efforts of Clinica Romero. The Associate will be responsible for planning, organizing and directing all assigned projects related to communications, individual donors, events and some grant writing.

The Development & Communications Associate reports directly to the Executive Director; furthermore, will assist in Clinica's growth by shaping and diversifying the organization's fundraising profile. May act as agency spokesperson as authorized by the Executive Director; and performs related duties as required.

#### Responsibilities:

- In conjunction with the Executive Director and Senior grant writer, prepares yearly development plan with short and long-range goals to meet the institutional funding objectives.
- Builds and strengthens Clinica's income development capability and donor support. Key initiatives include: increased identification and cultivation of major donors; increased identification and cultivation of corporate donors.
- Plan, organized and coordinates Clinica's special events.
- Submits grant proposals to private foundations, corporations and governments agencies.
- Develops donor recognition program.
- Informs potential contributors of special needs of institution, and encourages individuals, corporations and foundations to establish or contribute to special funds through endowments, trusts, in-kind donations, or bequests.
- Builds and supports an active fundraising advisory committee and Board development committee.
- Implements and maintains new development software system.
- With the Executive Director establishes and executes a strategic and comprehensive External and Government plan that meets the operating and program needs of Clinica for the present and long term.

**Pico-Union/Westlake:** 123 SOUTH ALVARADO ST., LOS ANGELES, CA 90057. TEL: 213 989-7700, FAX: 213 989-7702  
**Boyle Heights/East Los Angeles:** 2032 MARENGO ST., LOS ANGELES, CA 90033. TEL: 323 987-1030, FAX: 323 221-4528

**Email:** [developmentinfo@clinaromero.com](mailto:developmentinfo@clinaromero.com) **Website:** [www.clinaromero.com](http://www.clinaromero.com)





## Clinica Msr. Oscar A. Romero Community Health Centers

- Supports and promotes understanding of Clinica's mission to the public; enhancing Clinica's identity, public image and positioning, fostering positive external relations and building long-term strategic alliances.
- Develop and strengthen relationships with local businesses, organizations and key players in the philanthropy arena.
- Develop and strengthen relationships with local, regional, statewide, and federal leadership.
- Develop focused strategies to increase the impact of our efforts to raise funders' awareness of Clinica's "story".
- An active, public role as a spokesperson and representative of Clinica when needed to introduce/compliment the Executive Director's goals.
- Researching and evaluating public perception of Clinica and/or proposed PR campaigns. This could include conducting focus groups or coordinating surveys.
- Initiating and planning PR campaigns - analyzing problems and opportunities, defining goals.
- Developing and maintaining good working relations with the media, including local newspapers, magazines, radio and television.
- Coordinates promotional campaigns for visibility and fundraising purposes in the electronic and print media.
- Assists in writing and editing program and marketing materials; Develops programs to sustain and project Clinica's image to external publics.
- Publicizes Clinica's economic and social contributions to appropriate publics.
- Performs activities geared to provide support for fundraising activities such as donors, research and follow up.
- Plans and implements communication plan; Writes internal and external newsletters.
- Responsible for developing annual report, press releases and other communication; Design a comprehensive and systematic communications and action plan.
- Oversees program reporting to private sources in collaboration with program managers.
- Updates web page content, particularly online giving efforts.
- Creates measurable objectives for Clinica's development & PR programs and activities.
- Analyzes and measure the efficiencies and impact of Clinica's fundraising & PR programs.
- Other and duties as assigned by Executive Director.

### Qualifications/Requirements:

- Baccalaureate degree required, but Master's degree preferred. Years of experience may substitute for years of academic education.
- The ideal candidate should have a proven record of securing funds either through donor development, grant writing, special events or other fundraising approaches.
- At least three years of development experience in a non-profit environment.
- Background in philanthropy preferred.
- Bilingual English/Spanish and bicultural preferred; Able to resolve conflicts and build consensus; work and communicate effectively with people of diverse cultural, educational, linguistic, and socio-economic backgrounds.

**Pico-Union/Westlake:** 123 SOUTH ALVARADO ST., LOS ANGELES, CA 90057. TEL: 213 989-7700, FAX: 213 989-7702  
**Boyle Heights/East Los Angeles:** 2032 MARENGO ST., LOS ANGELES, CA 90033. TEL: 323 987-1030, FAX: 323 221-4528

**Email:** [developmentinfo@clinaromero.com](mailto:developmentinfo@clinaromero.com) **Website:** [www.clinaromero.com](http://www.clinaromero.com)





### **Clínica Msr. Oscar A. Romero Community Health Centers**

- Team oriented and proactive; flexible, goal oriented and well organized; action and results oriented.
- Organized and facilitate in creating and implementing effective programs.
- Astute in developing communication strategies for challenging issues.
- Willing and able to build a strong profile of the organization throughout the community.
- Adaptive to new situations; visible and accessible; collaborative, open and inclusive.
- Able to raise awareness and attract donor and media support to achieve organizational goals.
- Handle and prioritize multiple tasks and work in fast-paced environment.

**Clínica Msr Oscar A. Romero is an Equal Employment Opportunity Employer.  
Minorities are encouraged to apply.**

**Pico-Union/Westlake:** 123 SOUTH ALVARADO ST., LOS ANGELES, CA 90057. TEL: 213 989-7700, FAX: 213 989-7702  
**Boyle Heights/East Los Angeles:** 2032 MARENGO ST., LOS ANGELES, CA 90033. TEL: 323 987-1030, FAX: 323 221-4528

**Email:** [developmentinfo@clinaromero.com](mailto:developmentinfo@clinaromero.com) **Website:** [www.clinicaromero.com](http://www.clinicaromero.com)

