

## HEALTH AND MEDICINE POLICY RESEARCH GROUP

### Position Announcement

### ~ Development Officer ~

Health and Medicine Policy Research Group (HMPRG) is currently seeking a Development Officer to join our staff. HMPRG has a twenty-five year history as an independent not-for-profit health policy organization in Chicago. We are dedicated to analyzing and advancing policies that improve the well-being of the poor and underserved at the local, state, and national levels.

#### ***Position Description***

Health and Medicine raises an annual budget of approximately \$800,000 through private foundations and individuals. HMPRG is currently expanding its development program to significantly increase individual contributions. This position reports to the Executive Director.

#### ***Key Responsibilities***

- Plan, execute, and evaluate a comprehensive fundraising plan, including personal solicitation, mail appeal, special event, major gift, and foundation grantseeking programs
- Serve as lead steward of current donors and guide Board members and Executive Director in on-going stewardship.
- Cultivate existing and prospective individual, foundation, and family fund donors. Develop innovative ways to expand these donor bases.
- Work closely with the Board and Executive Director in determining appropriate strategies, restrictions, and priorities for soliciting gifts from all donation sources.
- Work with the Executive Director in the writing and timely submissions of grants/proposals, up-dates, and reports to funders.
- Plan and oversee logistics for fundraising events.
- Staff the Board Major Donor Committee and report to the Executive Director and Board on the successes and weaknesses of development strategies.
- Manage the development expense budget, provide regular reports on revenue and expenses.
- Perform other duties as necessary.

#### ***Skills and qualifications:***

- Bachelor's degree with minimum 3 years experience in fundraising from individuals.
- Demonstrated ability to grow a development program and meet fundraising goals.
- Prior grantseeking and special events experience required.
- Excellent writing, public speaking, and interpersonal skills; respect for people of all backgrounds and experience.
- Detailed oriented; team player; ability to manage numerous projects while maintaining positive attitude and cool demeanor.
- Strong interpersonal skills and ability to cultivate and sustain relationships with diverse coalitions
- Self-starting and self-directed work habits
- Familiarity with Windows applications and knowledge of Microsoft Access, Word, Excel, Publisher, and Outlook

***Position available immediately. Accepting applications through June 20<sup>th</sup>, 2007.***

This position is half-time, for 20 hours per week, with no benefits. Salary commensurate with experience.

To apply, please fax or e-mail a cover letter, resume, and short (1-2 pages ONLY) writing sample to:  
Laura McAlpine, Interim Executive Director, Health and Medicine Policy Research Group  
29 East Madison Street, Suite 602, Chicago, IL 60602-4404  
fax: 312-372-2753 e-mail: [job@HMPRG.org](mailto:job@HMPRG.org)

*Health and Medicine Policy Research Group is an equal opportunity employer. We welcome diversity among our board, staff and volunteers. We recruit, hire, train and promote without regard to race, color, religion, national origin, sex, age, sexual orientation, gender identity, disability or any other protected status.*