



**Class Title**  
**Position Number**  
**FLSA Status**  
**EEO Classification**  
**Department**  
**Supervised By**

**Development & Grant Coordinator**  
**0077**  
**Non-Exempt**  
**Administrative Support Worker**  
**Olde Towne Medical & Dental Center (OTMDC)**  
**Executive Director**

### **Nature of Work**

Performs responsible work securing financial resources through grants, appeals, private donations, estate gifts, special events and jurisdictional support which will support Olde Towne Medical & Dental Center's (OTMDC) programs and services. Develops and manages the OTMDC brand and all aspects of marketing communication in order to raise awareness of the Center's mission.

### **Essential Job Functions (other essential job functions may be designated by department)**

- Participates as a member of the team to formulate and implement policies and plans to meet the Center's short and long-term objectives; coordinates and acts as a liaison to nonprofit organizations and local business which support medical and other related programs and services; collaborates with Executive Director to increase awareness of Olde Towne Medical & Dental Center.
- Manages marketing and promotional functions to construct and market an appropriate and quality image; develop ties with local media, patients, staff, volunteers, board, donors, students and the overall community to achieve a wider presence; researches program partnership opportunities and strategic alliances.
- Develops and maintain annual and comprehensive development/marketing plan, in conjunction with the Marketing & Communications Specialist that will adhere to the Communications & Development directives; provides input and collective oversight with the department budget.
- Manages and works to expand Olde Towne Medical & Dental Center's Planned Giving Program; ensures smooth and timely acknowledgment of donors; personally, identifies and solicits donors in order to grow significant gifts.
- Works with staff to review program services to maintain reporting accuracy; complies with donor expectations and be aware of programmatic needs for funding to fill gaps or unmet needs of patients.
- Provides input in reference to website, newsletter, social media, ancillary promotional and collateral materials that support development and marketing goals, in consultation with the Marketing & Communications Specialist.
- Manages the Center's grant-seeking efforts, including identifying all available public and private grants and preparing proposals; assists with grant applications, if necessary; manages donation database.
- Creates, organizes & participates in special events, i.e., gala celebrations & 5k runs, Annual Golf Tournament, among others.
- Perform other duties as assigned.

### **Job Preparation Needed**

- Any combination of education and experience equivalent to a Bachelor's Degree in related field; extensive experience in fund-raising and marketing; experience working in a nonprofit health setting preferred.
- Must possess reliable transportation to work site(s).
- Knowledge of principles related to fund-raising and marketing programs, familiarity with local, state and federal planning agencies and funding grants; local business community, nonprofit organizations and all other opportunities for partnerships to provide financial alternative to traditional tax supported programs, services and facility development; medical and dental knowledge preferred; individual and corporate giving and grant writing and funding.
- Skill in the use of computer software, especially Microsoft Office Suite and eTapestry.
- Ability to develop informational marketing materials and presentations for the purpose of developing partnerships; present ideas and recommendations clearly and concisely both orally and in writing; maintain effective working relationships with departments, agencies, and community and business leaders; analyze operational and facility needs and propose financial alternative to traditional tax supported funding.

### **Performance**

All employees are expected to work effectively and ethically with citizens and with each other to meet the needs of the community and the organization. Employees are expected to demonstrate work behaviors that model the County's values and further the County's mission.

### **Post Offer Requirements**

- Credential check
- Drug test
- National criminal/sex offender record check

### **Introductory Period 6 Months**

### **Post Hire Requirements**

- Not Applicable



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**Job Locations and Conditions**

- Duties are performed primarily in an office setting at Olde Towne Medical & Dental Center. Operates standard office equipment to include personal computer, calculator, copy machine and telephone.
- Eligible for intermittent telework.
- Performs work safely in accordance with department safety procedures and County Safety Program; operates equipment safely and reports any unsafe work condition or practice to supervisor.
- May be required to report to work to serve customers during emergency conditions; may be assigned to report at a different time and location and to perform different duties as necessary.



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**General Aptitudes and Physical Abilities**

James City County is an Equal Opportunity Employer. The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Incumbents must be able to perform all essential job functions unaided or with reasonable accommodation. Prospective and current employees are invited to discuss accommodations.

Frequency Scale:

C= Continuously (2/3 or more of the time)	F= Frequently (from 1/3 to 2/3 of the time)	O= Occasionally (up to 1/3 of the time)	R= Rarely (less than 1 hour per week)	N= Not an essential job function
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<b>General Aptitudes/ Physical Abilities</b>	<b>Frequency</b>	<b>Description</b>
Mental Ability	C	Must have general learning ability and the ability to understand instructions and underlying principles; understand and follow oral and written instruction, and/or to guide/give instructions; and ability to make decisions in accordance with established procedures and policies
Communication Ability	C	Must have ability to understand meanings of words and ideas associated with them and to use them effectively; comprehend language to understand the relationship between words; understand meanings of whole sentences and paragraphs; present information or ideas clearly; and communicate with public, vendors, supervisors and/or other employees and County officials. <ul style="list-style-type: none"> <li>• Verbal Communication: hear/listen; communicate orally with public, vendors, supervisors, other employees and County officials</li> <li>• Written Communication: read/understand text; exchange information in written form</li> </ul>
Mathematical ability	O	Must have ability to perform accurate calculations mentally and/or aided by a calculator or other device
Spatial ability	F	Must have ability to comprehend forms in space and understand relationships of plane and solid objects; may be used in such tasks as blue print reading and in solving geometry problems; frequently described as the ability to mentally visualize objects of two or three dimensions or to think visually of geometric forms
Operate office equipment	F	Office equipment such as computer keyboard and mouse, copy/fax machines, telephones, calculator, etc.
Operate other equipment/tools	N	Necessary equipment and/or tools
Transport/Reposition Objects	O	Must be able to transport and reposition 10-15 pounds of materials/equipment from ground to waist, at waist level
Ascend/Descend	O	Must be able to work in and move to different height levels
Sit	C	Must have the ability to sit
Stand	O	Must have the ability to stand
Walk	O	Move self from one location to another on flat terrain
Run	N	Move self from one location to another on flat terrain, rough terrain or both flat and rough terrain
Position self to lower level	R	Must have ability to bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself
Reaching, handling, fingering, and/or feeling	R	Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands
Seeing	C	Must be able to see, to perceive, or comprehend by the sense of sight; be able to focus with distinctness or clarity; use peripheral vision; and determine color and depth perception. Must be able to see at night and/or in dark spaces
Hearing	C	Must be able to hear and listen to voices and sounds
Driving	N	Must be able to transfer or convey in a standard, automatic, or multi-gear vehicle including car, van, small truck, medium truck, large truck, truck w/equipment, heavy bus equipment