



Job title: Development and Outreach Manager	FLSA Status: Exempt
Reports to: Executive Director	Position Supervises: N/A

Clearway’s mission is to help women make one of the biggest decisions of her life—how to handle an unplanned pregnancy. Our free medical clinics are staffed by specialists in early pregnancy counseling and diagnosis; services include ultrasound, pregnancy testing, abortion pill reversal, STD testing, prenatal classes, and post-abortion counseling. We are deeply passionate about helping women make life-affirming decisions. Although we do not provide or refer for abortions, we support each woman regardless of the decision she makes about her pregnancy. We have faithfully served greater Worcester County since 2000 and expanded into Springfield in 2018. Our clients come from 100+ towns, including neighboring states, demonstrating the great demand for our services. Our clients also represent 54 different nations—so we are reaching the world from right here in Massachusetts.

Non-negotiable characteristics of a person well suited to join our team of compassionate and hard-working professionals include: a mature Christian with impeccable integrity, and detail-oriented with excellent time management and decision-making abilities.

Job purpose

To procure and develop long-term relationships with financial partners in support of Clearway Clinic’s mission.

Competencies

- Analytical Skills
- Attention to Detail
- Communication/Public Speaking Skills
- Initiative
- Innovation
- Project Management
- Relationship Building/Networking
- Teamwork

Duties and responsibilities

- Design, implement and manage Clinic fundraising activities including annual giving, special projects, and other foundation related solicitations.
- Manage strategies and activities for donor cultivation, solicitation, and relations.
- Identify key communities, churches, businesses, etc. to develop new/increased support for the Clinic’s mission.
- Develop goals, objectives, and key metrics for marketing and development; analyzing donor data to ensure growth and positive ROI.
- Monitor, evaluate and report progress toward fundraising goal achievement.
- Steward donors providing Clinic updates, appreciation, and recognition.
- Assist in acquiring speakers, venues, matching gifts, campaign collateral, and underwriting for the annual banquet.

- Represent Clearway Clinic at fundraising and information events in a professional and relatable manner.
- Coordinate with Marketing to develop/create relevant collateral, newsletters, direct mailers, and donor campaign materials; reach out to patients to participate in testimonies, pictures, and videos.
- Track invoices and expenditures related to department budget.
- Perform other duties as assigned.

Qualifications

- Bachelor's Degree in Business, Communications or related field
- Minimum 2-4 years fundraising/development experience
- Proficient with word processing, spreadsheet, and presentation programs

Working conditions

Work performed in a medical office environment; travel to alternative work sites, donors, churches, meetings, and events when needed.

Physical requirements

Required to sit for long periods of time; use of hands and arms to complete tasks; may need to walk or stand in the course of work as well as light to medium levels of lifting of supplies or equipment.

Spiritual requirements

- Agrees with and is willing to uphold the Clinic's Mission Statement, Statement of Faith and Belief, Statement of Sanctity of Life, Statement on Marriage, Gender and Sexuality and Statement of Biblical Authority.
- Exhibits a strong commitment and dedication to the sanctity of all human life and to the value of sexual purity.
- Ability to lead a team in daily devotionals and/or prayer time.
- Participate in weekly devotionals.
- Pray for other staff members.

I agree to perform all duties and responsibilities of this position as specified in this job description.

Employee Signature

Date