

International Community Health Services

Job Announcement

Job Title: Foundation Director
Department: ICHS Foundation
Reports to: International Community Health Services Foundation Board of Directors
FLSA: Exempt (Full-Time)
Date open: July 1, 2010
Date close: Open Until Filled

MISSION

International Community Health Services (ICHS) provides culturally and linguistically appropriate health services to improve the health of the Asian Pacific Islander (API) community and others.

SUMMARY

The Foundation Director develops and implements the ICHS Foundation Strategic Fund Development Plan to support ICHS programs and services, including but not limited to patient assistance, health education, capital campaign, and advocacy. The Foundation Director works directly with the ICHS Foundation Board and the ICHS Chief Executive Officer to define 5-year and annual fund development goals and objectives, and ensure the accomplishment of those goals and objectives.

REQUIREMENTS

1. Advance related degree preferred.
2. Seven years experience in fund development, including experience developing multi-year funding strategies, capital campaigns, annual fund appeals, special events management, grant writing, major gifts planning and solicitation, and endowment/planned giving.
3. Strong leadership and business skills; excellent verbal and written communication skills including public speaking.
4. Successful experience in analysis, policy-making, grant making, fiscal management and computer skills, including non-profit fundraising database and other business software.

The above description reflects the general details considered necessary to describe the principal functions of the job. It shall not be construed as a detailed description of all the work requirements that may be inherent in the job, and may be revised at any time.

Application Procedures

Application packets are available at all ICHS locations or online at www.ichs.com. Send resume and application to ICHS, Attn: HR, P O Box 3007, Seattle, WA 98114-3007; or Fax: 206.490.4011.