



Associate Director of Development and Communications

Do you believe everyone should have good health care?

Do you enjoy seeing projects through to their completion?

Are you organized, thorough, and passionate about making a positive impact?

Associate Director of Development and Communications at CommunityHealth is a unique opportunity to apply your skills to helping ensure quality health care for all... while working in a flexible, friendly, multicultural environment where everyone is passionate about the same goal.

The Opportunity

CommunityHealth seeks to hire a full-time (37.5 hours/week) Associate Director of Development and Communications. Under the supervision of the Chief Executive Officer, the Associate Director of Development and Communications is a key role in advancing the visibility and philanthropic strength of CommunityHealth. This position supports the organization's fundraising goals, leads strategic communications efforts, and helps shape the organization's public voice and presence.

Responsibilities

Fundraising and Development:

- Lead the implementation of a comprehensive fundraising plan focused on individuals, foundations, corporations, and institutions
- Cultivate and steward donors through consistent communication, engagement opportunities, and personalized relationship-building
- Lead the identification of new funding opportunities and support grant proposal development and reporting
- Partner with the CEO and Board members to strategize donor materials, coordinate outreach, and support major gift strategies
- Lead planning and execution of fundraising events including sponsorship outreach and stewardship activities
- Track progress toward revenue goals and contribute to donor database management and reporting

Communications and Public Relations:

- Lead the team in the development of communications materials including newsletters, event collateral, annual reports, and digital content
- Develop and execute strategies to increase public understanding and visibility of CommunityHealth's mission, vision, and services
- Maintain and grow the organization's online presence including website content and social media engagement

- Lead the team in media relations, storytelling, and brand positioning to build trust and awareness
- Ensure consistent and compelling messaging across all communication platforms and audiences

Management:

- Supervise and lead the development department team to ensure optimal performance
- Lead the team in preparation of the department program budget and organization revenue budget.
- Ensure accurate development of monthly forecasts and reports for internal and external partners

Qualifications

- General experience in all aspects of nonprofit fundraising or similar role
- Experience with major donor fundraising required
- Five to seven years of strong leadership abilities
- Proficient with Microsoft Office Suite or related software required
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- LIFE EXPERIENCE: We know that many of your most character-building experiences do not show up neatly on a resume. Please use a cover letter or email to tell us why you would be a good fit for this job, focusing especially on those qualifications that do not appear on your resume.

Compensation

- The salary range for this position is \$70,000-\$85,000/annually.
- CommunityHealth values wellness and work/life balance for our employees. To that end, we offer a wide range of benefits for employees, such as a hybrid in-person/remote work schedules, health insurance, retirement savings, a variety of opportunities for paid time off, and more. Read more about our [Total Rewards Package here](#).

<p>To apply: Interested candidates should submit a cover letter and resume (NO PHONE CALLS) to: swildding@communityhealth.org</p>

CommunityHealth is an equal opportunity employer and is committed to building a diverse team. Bilingual (especially Spanish or Polish speakers) candidates are strongly encouraged to apply for all positions at CommunityHealth. Our work environment is safe and open to all employees, respecting the full spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, etc.

NOTE: All employees are required to be fully vaccinated against COVID-19 and flu when eligible as a condition of employment (or wear a mask during the designated dates of respiratory illness season).

About CommunityHealth

Founded in 1993, CommunityHealth is the largest volunteer-based health center in the nation. We provide primary and specialty care, medications, lab testing, mental health services, and health education at no charge to low-income, uninsured adults in Chicago. [Visit our website to learn more!](#)