



Development Specialist (Full Time)

Classification: Non-Exempt

Reports to: Communications & Development Manager

Status: Full Time

Salary: \$37,500-42,500

Your Talent. Our Passion. Shared Vision. Healthy Mothers, Healthy Babies Coalition of Georgia's mission is to improve maternal and infant health through advocacy, education, and access to vital resources. Our vision is to create a Georgia where every mother and baby has the resources and support to be healthy and thrive throughout the perinatal period. To learn more about HMHBGA by visiting us online at: www.hmhbga.org.

What we offer. HMHBGA offers its full-time employees' a robust benefits package which includes employer-sponsored (80%) health, dental and vision plans as well as a SIMPLE IRA retirement savings plan with employer match. We also offer unique training opportunities, paid holidays, PTO, and telework opportunities for select positions.

Healthy Mothers, Healthy Babies Coalition of Georgia is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Job Responsibilities. The Development Specialist is an integral member of HMHBGA's Development team, collaborating with cross-functional team members to advance the organization's strategic goals and achieving maximum results. The Specialist will be primarily focused on managing and expanding a portfolio of foundation donors and implementing donor stewardship strategies to help grow and diversify revenue in support of strategic plan priorities. The Specialist must possess demonstrated expertise in writing timely, compelling proposals, maintaining donor relationships, and supporting fundraising strategies.

Reporting to the Communications and Development Manager, the Specialist must demonstrate strong project management skills and a deep understanding of fund development best practices and strategies. The Specialist must possess strong written, organizational, and communication skills that facilitate collaboration with colleagues throughout the organization as well as birthing people, families, coalition members and other key stakeholders. The Specialist must be self-motivated, efficient, and detail-oriented, and have the ability to collaborate across departments and divisions. A clear understanding of maternal and infant health is strongly preferred.

- Embraces the mission, vision, and strategic priorities of HMHBGA
- Cultivate and solicit an assigned portfolio of foundation donors and prospects, identifying opportunities to increase revenue and grow relationships.
- Conduct preliminary research on prospective corporate, government, private foundations, and individual donors
- In collaboration with the Communications and Development Manager and other internal and external team members, write and edit proposals, concept papers, and other documents.
- Collaborate with Programs team on the development of proposal budgets and other required documents.

- Ensure timely and accurate documentation of grant agreements and donor requirements and timely acknowledgements.
- Coordinate fundraising efforts on websites and social media.
- Maintain thorough and accurate donor records.
- Support sponsorship solicitation for special events.
- In collaboration with the Communications team, develop and create content to support development strategies.
- Assists with the monitoring, evaluating, and reporting on fund development results, trends, and progress toward goals.
- Perform other duties as necessary to achieve the organization's fundraising goals

Minimum Qualifications.

- BA/BS in Business, Marketing, Communications, Public Relations, or relevant field.
- Two years of experience in a related role preferred.
- Strong strategic thinking and detail orientation.
- Excellent written and verbal communication skills.
- Outstanding organizational and planning abilities.
- Experience with grant writing.
- Experience using Microsoft Office Suite, Donorview, and Salesforce.

How to Apply.

Please follow these instructions exactly. Applications received that are not in the correct format will not be reviewed. Please email your current resume, 3 work samples and a cover letter expressing your interest **IN A SINGLE PDF FILE** addressed to Daphne Yuan to: thecoalition@hmhbga.org with the subject line: "Development Specialist."

Please no phone calls. Only candidates selected for consideration will be contacted