Development/Community Outreach Coordinator

1. Community Outreach and Education

* Creates an annual outreach plan.
* Develops plans to recruit, train and utilize volunteers.
* Attends relevant community meetings; participates in relevant councils and committees.
* Schedules outreach presentations in the community and communicates with staffing regarding coverage and responsibilities; develops outreach material and packets.
* Coordinates special events including holiday baskets/gifts, and appreciation activities.
* Attend community fairs, career fairs and other community events to communicate the mission and vision of Boyd Healthcare Services.
* Ensure close collaboration and coordination with external partners, informing them of the function and mission of the Healthcare System.
* Maintain a calendar of outreach activities, including community events, workshops, appearances, and other communication opportunities.
1. Fundraising
* Creates a diversified annual fundraising plan that is in alignment with the hospital’s strategic plan.
* Conducts activities related to establishing and managing annual giving campaigns, event planning and fundraising activities.
* Supports and grows special events.
* Maintains accurate records and provides regular reports on goals in the fundraising plan.
1. Establish a Volunteer Program
2. Physician Recruitment
* Assist and coordinate the development of strategic physician recruitment plans.
* Performs interviews and screening processes to determine candidates’ suitability.
* Create an onboarding process for newly hired Physicians for the healthcare organization.
* Participates in conferences, job fairs and Physician recruitment events.
* Visiting Physician practices to manage your understanding of the clinical requirements for recruitment purposes.
* Coordinate recruitment activities with HR personnel.
* Monitor and maintain a recruitment budget.
* Develop and maintain advertising for recruiting efforts. Maintain and manage outstanding communication with potential Physician candidates.

**Position Qualifications, Education, Experience:**

* Education/training: Bachelor’s degree or 5 years’ experience.
* Computer Skills: Basic skills a must
* Must have good verbal and written communication skills, knowledge of budgeting.