

Cabarrus Public Health Interest Position Description

Position Title: Cabarrus Public Health Interest Director

Part-time: 8-10 hours/week

Reports To: CHA Health Director

General Description: Cabarrus Public Health Interest Director will complete fundraising and event planning for the Cabarrus Public Health Interest to support activities of Cabarrus Health Alliance and other community based organizations whose works supports the needs of the community.

Goals in Year One:

- One Spring fundraising event
- One Fall fundraising event (Swing 4 the Kids Golf Tournament on October 12, 2020)

Illustrative Duties/Responsibilities:

- Plans and executes fundraising efforts
- Search for applicable grant opportunities for the Cabarrus Public Health Interest.
- Develop and submit grant funding proposals.

Employment Standards: Not applicable.

Education/Experience: Bachelor's Degree with experience related to grant writing, program and fiscal management, fundraising, and event planning.

Skills: Qualified candidates should possess excellent writing, oral, and computer skills (Microsoft Office Word, Powerpoint and Excel).The candidate must be highly organized with the ability to effectively work under pressure, use independent judgment and produce a quality work product within tight time constraints. Must possess an ability to create and maintain a donor base at both the individual and corporate level; recruit sponsors, volunteers, and participants for fundraising events. Increase awareness of causes, missions, and goals of the Public Health Interest. The candidate must be an advocate for public health and be able to represent CHA and the Cabarrus Public Health Interest in a positive manner. Candidate must have poise and tact when planning and executing fundraising efforts and an ability to instill confidence in community partners.

Knowledge: Knowledge of grant writing practices, community engagement, proper grammar, budget development, and community fundraising and event planning.

Statement of Understanding:

This is a non-supervisory position.