



Position Title	Supervisor	Classification
Philanthropy Specialist	Executive Director, St. Mary's Legacy Clinic	Full time / Hourly
Employee	Date	Supervisor
		Date

About Us

St. Mary's Legacy Clinic (SMLC) provides compassionate comprehensive primary care to underserved communities. Through our mobile medical clinic, we bring essential services directly to those in need, ensuring access to quality healthcare for those most in need.

Position Summary

We are searching for a talented and dedicated Philanthropy Specialist to join our team to coordinate relationships and activities that fund and nourish our Clinic and its communities. The ideal candidate will play a crucial role in supporting the fundraising and stewardship efforts of SMLC. This position involves a wide range of responsibilities, including fundraising; donor relations; grant writing, tracking, and reporting; and database management. We seek someone who is enthusiastic about non-profit work, highly organized, and possesses excellent communication skills. If you are ready to make a meaningful impact and advance SMLC's mission, we encourage you to apply.

Specific duties and responsibilities:

Fundraising

- Work with Diocesan Stewardship Team, SMLC Stewardship Committee, and Executive Director to develop and execute SMLC's fundraising strategy
- Secure financial support from individuals, foundations, and corporations
- Compose all donor letters throughout the year
- Maintain donations pages on website and related social media communications
- Create fundraising materials, newsletters, annual reports, and campaign collateral

Donor relations and stewardship

- In partnership with the Executive Director, cultivate and maintain relationships with current and prospective donors
- Ensure acknowledgment and thank donors through personalized communications
- Assist in developing and implementing donor stewardship plans
- Be a contributing member of the Stewardship Committee

Database Management

- Maintain accurate and up-to-date donor and donation records in Blackbaud/Raisers Edge and other related systems
- Generate reports and analyze donor data to support fundraising strategies
- Ensure data integrity and confidentiality

Grant Management and reporting

- Research potential grant opportunities that align with SMLC's mission
- Oversee grant application process



- Manage grant awards/invoicing including communication with Diocesan finance team and organizations awarding grants
- Create and send required grant reports to all grant organizations
- Maintain a calendar of grant deadlines and ensure timely submissions

Assist with other duties as assigned.

Required Qualifications:

- Bachelor's Degree in Non-Profit Management, Communications, Marketing, or related field
- 2+ years of experience in fundraising, donor relations, or similar role
- Strong written and verbal communication skills
- Proficiency in donor database management and Microsoft Office Suite
- Excellent organizational skills and attention to detail
- Ability to manage multiple projects and deadlines
- Passion for the mission and values of St. Mary's Legacy Clinic

Preferred Qualifications:

- Experience with grant writing and reporting.
- Familiarity with creative and cloud base productivity applications: We use Salesforce, Hubspot, Asana, Teams, Blackbaud, Wix, Athena, Canva, and the Adobe Creative Suite Applications (Photoshop, Illustrator, and Acrobat DC Pro).
- Knowledge of digital marketing and social media strategies
- Bilingual in English/Spanish
- Bilingual in English/Vietnamese

Physical demands:

- Must be able to sit at and work on a computer for extended periods of time.
- Must be able to lift up to 50 lbs. and able to climb up to 5 steps repetitively.
- Must be able to assist with the physical set-up and take-down of the mobile clinic, including lifting, bending, squatting, and climbing ladders.

Benefits, Pay, Hours, and Location:

Job Type: Full-time

Work Remotely: No

Hourly: \$20.00 per hour

Benefits:

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|-----------------------|--------------------------------|--------------------|
| • 403(b) and matching | • Health savings account (HSA) | • Paid time off |
| • Dental insurance | • Life insurance | • Retirement plan |
| • Health insurance | | • Vision insurance |

Schedule & Location:

- Monday to Friday 8:30 am – 4:00 pm
- Primary Work Location - 805 S. Northshore Drive, Knoxville, TN 37919
- **Future Work Location - 10923 Carmichael Rd, Knoxville, TN 37932**

For more information, visit our website: www.SMLCares.com

To apply, email your resume to info@smlcares.com