

ACHA Community Development Coordinator: Houston, Texas

The **Adult Congenital Heart Association** (ACHA) is a rapidly growing national patient advocacy organization that engages patients, caregivers, family members, healthcare providers, elected officials and other key constituents in activities to improve and extend the lives of the millions born with heart defects through education, advocacy and the promotion of research.

ACHA seeks a highly organized, experienced, and passionate Community Development Coordinator who will develop and lead program and development initiatives in the Houston, Texas market. This position will implement ACHA's strategic vision within the assigned territory, and will cultivate meaningful relationships with local patients, providers, corporate partners, advocates and donors. This is an excellent opportunity to invest your skills in a highly-respected organization and help ACHA address the unmet needs of those living with this country's most common birth defect. To learn more about our work visit www.achaheart.org.

POSITION SUMMARY

ACHA is experiencing an exciting period of growth and the Community Development Coordinator will play a pivotal role in the organization's continued success and expansion. Reporting to Director of Community Outreach, the position will be responsible for revenue growth and mission delivery in the Houston market, one of six regions ACHA has targeted for expansion in 2018. The Community Development Coordinator will work closely with staff and volunteer leadership to develop, plan and implement related initiatives.

POSITION RESPONSIBILITIES

1. Cultivate relationships and coordinate activities with regional adult congenital heart disease (CHD) hospital programs.
 - a. Work closely with the local hospitals' CHD medical providers and licensed mental health providers to understand unmet needs in the local market.
 - b. Ensure that medical professionals in the territory understand ACHA's mission and fundraising objectives.
 - c. Coordinate with other established adult, pediatric and teen CHD support groups.
2. Organize regular CHD patient and family groups for education and support.
 - a. Form and facilitate patient groups specializing in providing appropriate healthcare information and emotional support.
 - b. Oversee all planning and marketing to execute the successful formation and sustainability of said groups.
3. Coordinate regional CHD conferences.
 - a. Manage CHD-specific and healthy lifestyle presentations, panel and round table discussions with medical providers that also provide networking opportunities.
 - b. Serve as local liaison to assist national staff with all aspects of the regional event, including logistics, marketing, registration and speaker selection.

4. Increase community outreach and general awareness of CHD and ACHA throughout the region.
 - a. Establish ties with local media to broaden awareness.
 - b. Act as a spokesperson for the organization within the community; promote the organization's goals and objectives to develop grassroots support within the community.
 - c. Connect messaging and programming at the ACHA national office and the regional programming.
 - d. Identify opportunities for cross branding and cross marketing with the ACHD medical program(s) and ACHA.

5. Create and cultivate volunteer fundraising.
 - a. Identify and develop local fundraising strategies in conjunction with the national development department.
 - b. Cultivate relationships with sponsors, team captains, volunteers and participants to grow the Houston Congenital Heart Walk and Gala events.
 - c. Explore local grant funding and corporate partnership opportunities.
 - d. Identify high potential donors and facilitate introductions with senior staff and board leaders.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM WORK

- o A minimum of a BA/BS, MA/MS or above preferred
- o A minimum 3-5 years of experience in marketing, sales and fundraising, preferably in the healthcare or nonprofit industries
- o An outgoing personality with a demonstrated ability to form and manage productive relationships is required
- o Ability to be self-starting, self-sufficient and independently focused, with minimal supervision, under deadline pressures
- o Proven computer literacy, with strong hands-on capability in Microsoft Office, Outlook, PowerPoint and other tools
- o Knowledge of congenital heart disease, cardiology, and/or a related health area preferred

COMPENSATION

Salary for this position is competitive and commensurate with experience. ACHA offers a generous benefits package including health, dental, vision, life and disability plans as well as retirement and paid time off.

ANTI-DISCRIMINATION POLICY

ACHA does not discriminate based on ethnicity, race, gender or sexual orientation and encourages all qualified individuals to apply, including those with congenital heart disease.

TO APPLY

Interested candidates must email formal letter of interest, resume and salary requirements as attached PDF or Word documents to hr@achaheart.org with "Community Development Coordinator – Houston" in the subject line. No phone inquiries or mailed applications, please.