



VIM Berkshires
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Volunteers in Medicine Berkshires Seeks Development Assistant

Winter 2019

Volunteers in Medicine Berkshires (VIM) is a free healthcare center that provides access to quality, comprehensive care for income qualified, uninsured and underinsured adults living in the Berkshires.



VIM is a mission-driven, not-for-profit organization with passionate volunteers, generous donors and a dedicated staff. We are seeking a Development Assistant who will share our passion for our mission and who will offer support in the Development Office which helps build and sustain our organization.

The Opportunity

Reporting to the Director of Development, VIM's Development Assistant will provide all administrative support required for the Development Department's activities in the areas of grants, events, donor relations and communications. The position is part-time, non-exempt and paid on an hourly basis. Because it is part of a small department in a dynamic organization that is highly visible in the community, the person in this position has great potential for success, growth and professional fulfillment.

Specific responsibilities of this position are:

Grants

- Administratively support submission, acceptance and fulfillment

Events

- Manage the logistics of approximately five annual events

Donor Relations

- Maintain accurate and complete records in the database
- Research prospects
- Manage donation acknowledgements
- Collect data and produce relevant reports
- Manage production and distribution of appeal letters

Communications

- Respond effectively to the requirements of development and communications committees
- Prompt and manage content creation/updates for social media, web site, newsletters and all other communications to donors and the community

Skills

This position involves a great deal of interaction and collaboration with people in VIM and the greater Berkshire community. Our ideal candidate is one who can shine on behalf of VIM; a person who is dynamic, engaging, thoughtful, an effective communicator and extremely well organized while balancing several tasks. While skills and characteristics are essential, a background in development work and communications is helpful. Particular skills and characteristics we seek in candidates are:

- A high degree of integrity, confidentiality and discretion
- An engaging personality
- Ability to work independently, prioritize, take initiative and problem-solve
- Attention to work timeliness, accuracy and completeness
- Aptitude with technology: Microsoft Office, databases and social media
- Ability to communicate effectively in writing and verbally

About VIM



Since we opened our doors in 2004, demand for VIM's services has grown considerably. VIM has saved lives and treated thousands of patients in more than 40,000 clinical visits for integrated medical and dental care, behavioral health services, optometry, nutrition counseling, massage and acupuncture.

VIM's innovative programs -- Shared Medical Appointments, Non-Opioid Pain Management and free transportation provided by volunteers -- are unique in Berkshire County. Our bi-lingual Patient Services Coordinator helps patients address critical non-medical issues, otherwise known as the Social Determinants of Health.

VIM has gained widespread recognition for its comprehensive care, winning the National Gold Medal Award from the Henry Schein Cares Foundation and an Excellence in Innovation Nomination from the Massachusetts Non-Profit Network. Two of VIM's founders have been named Senior Volunteer Physician of the Year by the Massachusetts Medical Society and one was awarded the American Medical Association's Excellence in Volunteerism.

VIM Berkshires is affiliated with the Volunteers in Medicine Institute (VIMI), which has helped to establish 88 free clinics in 26 states. In 2004, when a dedicated group of doctors, business people and community volunteers established VIM Berkshires, we became the 30th VIMI facility nationally. VIM Berkshires was the first in New England and is the only one in Massachusetts.

To Apply, Inquire or Nominate contact

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