



JOB DESCRIPTION

Position Title: Foundation Coordinator
Department: Foundation
Reports To: Marketing Director
Date Revised: 01.11.18
Date Reviewed: 01.11.18

DESCRIPTION OF POSITION

Coordinates the efforts of the Skyline Foundation, and is responsible for planning and administering the comprehensive fundraising programs as directed by the Foundation Director and Board. Provides oversight and coordination of operations, special events and fundraising activities sponsored by the Foundation, and writes grants, solicitations and fundraising correspondence.

Responsibilities also include the maintenance of the Foundation's accounting and donor database systems, as well as fundraising programs.

The above statement is intended to describe the nature and level of work being performed. It is not construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

EDUCATION BACKGROUND AND EXPERIENCE

- Bachelor's degree is preferred, or equivalent prior experience.
- 3 years of experience in development.
- Knowledge of fundraising practices and board development.
- Demonstrated excellence in organizational, relationship building and communication skills.
- Ability to develop, track and manage donor database and accounting.
- Ability to solicit and cultivate potential and current donors.
- Ability to work independently and as a member of a multi-disciplinary team.

REQUIRED KNOWLEDGE AND SKILLS

Supports foundation and hospital mission and strategic vision; manages foundation and hospital resources appropriately; complies with foundation and hospital policies and programs; maintains skill levels, licenses, and certifications; complies with all state and federal Compliance and HIPAA requirements; keeps lines of communication open between self and other personnel; competent with computer programs; proper telephone etiquette and appropriate personal interaction; shows professional respect and courtesy to patients, families, physicians or colleagues; must be able to work well with others.

ESSENTIAL JOB FUNCTIONS

1. Coordinates the fundraising programs of the Foundation, based on specifically requested support for the short range and long term range programs, services and facilities needs of the hospital.
2. Secure financial support from individuals, foundations and corporations.
3. Secure procurement/sponsorships for foundation events.
4. Develop and maintain ongoing relationships with major donors.
5. Identifies and researches potential sources of gift support. Contacts potential donors with direct appeals for gift opportunities.
6. Works closely with the Foundation Board of Directors and other fundraising volunteers in approaching perspective donors.
7. Creates and executes a strategy for a large sustained base of annual individual donors.
8. Creates and executes the foundation's Planned Giving Program.
9. Creates, executes and maintains the foundation's Grateful Patient Program.
10. Researches and prepares grant proposals for the Foundation and provides ongoing grant oversight with timely, detailed reports to funders.
11. Coordinates the planning, management and execution of all Foundation special events.
12. Develops planned and annual solicitation activities to include year-end appeal and underwriting requests, as well as employee, physician and board annual giving.
13. Maintains the Foundation's accounting and donor database systems.

14. Works with the Marketing Manager of Skyline Hospital to create Foundation publications and assist in community outreach opportunities.
15. Assures all donor information shall be regarded as confidential and available only to authorized individuals.
16. Works independently and makes decisions with minimal supervision.
17. The position requires some travel, and potential for evening and weekend meeting, events or activities.
18. Completes other duties as required.

PHYSICAL REQUIREMENTS

Position Title: Foundation Development Officer

	Never (0%)	Seldom (1%-10%)	Occasionally (11%-33%)	Frequently (34%-66%)	Continuously (67%-100%)
Sitting				X	
Standing				X	
Walking				X	
Bending/ Stooping			X		
Crawling	X				
Twisting		X			
Squatting/ Kneeling			X		
Climbing (Stairs/Ladders)	X				
Lifting 25 lbs.			X		
Carrying 25 lbs.			X		