Position Code #8435

Position Name Director of Stewardship

Department Code 9110 – Jupiter Medical Center Foundation

Department Name Foundation

Reports to: President and Chief Philanthropy Officer

Education

- Bachelor's degree required. Master's degree preferred.

Experience / Qualifications

- At least five (5) years of experience in a donor relations, stewardship, non-profit fundraising, advancement services environment, or high-level client/customer relations OR an equivalent combination of education, training, or experience.
- Ability to exercise independent initiative and execute and analyze effectiveness of program goals.
- Ability to represent Jupiter Medical Center and the Foundation with a wide range of constituencies in a manner that heightens the quality of the relationships and advances the positive perceptions of the Medical Center and the Foundation in the community.
- Excellent written and oral communications skills, as well as excellent editing skills.
- Demonstrated organizational and interpersonal skills, including diplomacy, tact, discretion, and the ability to maintain confidentiality inside and outside of the Foundation.
- Demonstrated ability to collaborate in a professional manner with fundraisers, donors, medical center and Foundation staff, and with outside vendors and service providers.
- Ability to function independently yet relate comfortably to a multifaceted fundraising environment, participating in and contributing to a total team effort.
- Demonstrated successful project management experience and creative thinking.
- Demonstrated understanding of the policies, tax laws and regulations that impact recognition programs.
- Expert knowledge of the Microsoft Office suite.
- Experience working with Blackbaud RE NXT or other Blackbaud products is desirable.
- Experience at non-profit community-based hospital or health care facility is desirable.

Position Summary

The Director of Stewardship, in collaboration with the Chief Philanthropy Officer, Associate Vice President of Philanthropy, and Executive Director for Communication and Events, is responsible for executing a comprehensive philanthropy stewardship program that will support a $500 million comprehensive campaign. The Director of Stewardship will be the creative lead in designing and implementing a comprehensive stewardship program to thank Foundation donors and to work collaboratively with the philanthropy professionals who solicit private monetary contributions through major and principal gifts, the grateful patient program, planned and deferred giving, capital, and endowment campaigns.
• Using data to assess all aspects of the stewardship program, develops, executes, and refines a comprehensive stewardship and recognition strategy that advances the philanthropic goals of the Foundation, strategically stewarding the Foundation’s most generous donors across multiple designations.

• Works with the Chief Philanthropy Officer, Associate Vice President of Philanthropy, and Executive Director for Communication and Events ("Foundation Leadership") to determine the best channels institutionally to honor and recognize donor giving at all levels and to ensure that the messaging is consistent with the Foundation’s branding and goals.

• In consultation and collaboration with Foundation Leadership, the Director of Stewardship develops strategies around and executes impact reporting, including editing/writing copy, and stays abreast of industry trends on reporting to a wide range of donor types. Conceptualize original and impactful stewardship pieces, which may include digital reporting.

• Working collaboratively with the Events team, implements strategic stewardship and recognition events for Foundation donors.

• Collaborates with Foundation Leadership on print / digital fundraising materials for use by gift officers.

• Participates in strategy discussions regarding our highest-level donors/prospects in order to proactively think through required documentation, recognition, and stewardship plans.

• Develops an in-depth knowledge of and relationship with the Foundation’s highest-level donors and prospects

• Works closely with Foundation Leadership to develop and execute stewardship and/or recognition plans for major gift donors

• Working with the Executive Director of Advancement Services, manages donor recognition related to philanthropic naming of physical spaces at Jupiter Medical Center in conjunction with the Foundation’s Naming Policy.

• Maintains up-to-date knowledge of available naming opportunities related to physical spaces at Jupiter Medical Center.

• Responsible for the stewardship budget.

• Performs other duties as assigned.

Salary Range $110,000 to $135,000