

Manager Philanthropy Major Gifts

Job ID

2021-159607

Employment Type

Full Time

Department

Philanthropy / Foundation

Hours / Pay Period

80

Facility

French Hospital Medical Center

Shift

Day

Standard Hours

Monday - Friday (8:00 AM - 5:00 PM)

Location

CA-SAN LUIS OBISPO

Overview

French Hospital Medical Center in San Luis Obispo, CA is a part of Dignity Health of the Central Coast and is recognized for the highest quality hospitals, physicians from the top medical schools in the country, primary care offices to ensure access for all patients, premier ambulatory surgery centers, technologically advanced imaging centers, outpatient services and a comprehensive home health service; all recognized for quality, safety and service. Each hospital is supported by an active philanthropic Foundation to provide additional funding to support new programs and services, as well as to advance the community's access to health care.

Responsibilities

Position Summary:

Serves as a member of the Foundation development staff responsible for growing and maintaining a comprehensive major gifts program focused on attracting gifts in excess of \$10,000 (or the defined major gift threshold). The manager builds strong relationships with major giving donors and prospects and actively develops a major giving pipeline of larger gifts and increased revenue.

Principal Duties and Accountabilities:

- Researches and manage a portfolio of major donors and prospects. In consultation with other Foundation leadership, develops written cultivation, solicitation and stewardship plans, utilizing a moves management approach to engage prospects and donors.
- Devotes at least 60 percent of an annual work year's hours to face-to-face contacts with identified, qualified potential and existing major gift donors and provide documentation of such activities as part of a moves management program recorded on CRM.
- Manages and sustain program that engages and involves Foundation trustees, volunteers and staff in major gift planning, cultivation, solicitations and gift stewardship.
- Works with the Chief Philanthropy Officer and other appropriate leadership to identify approved potential programs and projects for major gift support. Participates in the development of cases for support and all the proposals and materials needed to make such activities successful.

Qualifications

Education and Experience:

- Bachelor's degree in a related field or a combination of education and/or additional job-related experience may be substituted in lieu of the degree.

- Minimum three (3) years of not-for-profit fundraising and development experience. In addition, one (1) to three (3) years' direct work experience as fundraising professional with a major gift portfolio.