



Senior Development Coordinator

R4368904

Salary: 29.96 - 39.94 - 49.93 USD Hourly

Location: Remote

Apply online: https://bannerhealth.wd5.myworkdayjobs.com/en-US/Careers/details/Senior-Development-Coordinator_R4368904?q=R4368904&source=BannerAT7

A network with resources for leaders with vision. Our leaders are at the front of the health care transformation, planning the future of Banner Health. If changing health care for the better sounds like something you want to be part of, we want to hear from you.

Banner Health has been recognized by Becker's Healthcare as one of the 150 top places to work in health care. In addition, we recently made Newsweek's list of America's Greatest Workplaces 2023 for Diversity. These recognitions reflect Banner Health's investment in team members' professional development, wellness benefits, and continued education. It highlights our commitment to advocating for diversity in the workplace, promoting work-life balance, and boosting employee engagement.

The Senior Development Coordinator, Corporate Relations plays a critical role in implementing the fundraising process for continuing medical education (CME) symposia by securing support from industry partners in key clinical areas. This unique position will partner closely with physician leaders along with our Director of Corporate Relations, maintaining a portfolio of pharmaceutical and biotechnology companies who support annual conferences hosted by Banner Health physician leaders. Additionally, this professional will support the Corporate Relations gift officers by helping to plan and execute cultivation and stewardship activities.

We are seeking an individual with strong organizational skills, excellent communication and interpersonal abilities, as well a comprehensive understanding of fundraising processes to contribute to the success and growth of the Banner Health Foundation's initiatives. The ideal candidate is energetic, goal-oriented and creative with the ability to work both independently and collaboratively with a talent for building strong relationships. Attention to detail is paramount to working with a high volume of funders for CME events.

Banner Health Foundation fosters a spirit of giving by making health care solutions a reality. Caring for the future of Arizona since 1978, Banner Health Foundation is supported by the generosity of individuals, corporations, foundations and thousands of active volunteers. These charitable contributions are invested locally in Banner Health's nonprofit facilities and programs to advance the health and wellness of our community. Our Board of Directors oversees the Foundation's outreach efforts and provides counsel on management and strategic issues.

POSITION SUMMARY

This position plans, coordinates and assists with designated development activities along with providing administrative and operational support to the fundraising team. Additionally, this position is responsible for identifying and cultivating prospects and soliciting gifts to achieve a fundraising goal.

CORE FUNCTIONS

1. This position has frequent interaction with, but is not limited to, employees, physicians, patients, visitors, community agencies, vendors, etc. This includes interaction with high-level community and business leaders on a regular basis at special events, individual meetings, as well as committee and board meetings. Position problem solves and makes decisions independently as needed for event planning and mission completion. This would also include leading and managing a group of volunteers from the community to help meet campaign goals.
2. Prepares correspondence and reports as needed. This may include taking and transcribing dictation involving general business and healthcare vocabulary and a limited range of specialized terminology. This also includes distributing various reports, including department project updates, in a timely and accurate manner.
3. Serves as a resource to customer inquiries, both via phone and in person, directs to appropriate parties. Provides detailed information to the customer, requiring detailed knowledge of department's area of responsibility and general knowledge of company policies, practices, and operations
4. Responsible for maintaining a small portfolio of prospects/donors and focusing on securing gifts to meet an annual fundraising goal. Responsible for making an appropriate number of solicitations per year to achieve fundraising goal.
5. Supports major gift officers and other development staff by coordinating development activities, appointments, special events, meetings and other engagements.
6. Manages leadership's and/or department's calendar, including coordination of meetings and appointments. May develop marketing materials and prepare summary data of attendance. May reconcile related invoices and expenses and arrange travel and hotel accommodations as necessary.
7. Active participation in development of fundraising strategies to assist in meeting department goals.
8. Assists with onboarding and guiding of new team members to achieve overall department goals, while managing individual projects.

MINIMUM QUALIFICATIONS

Must possess a knowledge of nonprofit fundraising and administration as typically acquired through the completion of a bachelor's degree.

Must possess at least five years of experience in administrative, fundraising, sales, marketing or nonprofit coordination/management role. Must have excellent oral, written and interpersonal communication skills to effectively interact with departmental personnel and interact with the members of the community. Must have a working knowledge of personal software packages to perform the administrative functions described above. Must have the ability to multi-task in a fast-paced environment, while maintaining confidentiality and professionalism.

PREFERRED QUALIFICATIONS

Additional related education and/or experience preferred.