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**Sparrow Health System**Sparrow Hospital  
Development Officer – Sparrow Foundation  
Req. 18227

**Job Description**

**General Purpose of Job**:

The Development Officer supports the mission of the Sparrow Foundation to inspire philanthropy from our community in support of the care that Sparrow provides each and every day. Key responsibilities include individual donor development, as well as corporate donor development and proposal/grant writing, as needed. This position will carry a portfolio of existing donors and grow existing funding relationships, as well as identify, cultivate and secure new philanthropic supporters for Sparrow. It is anticipated the successful candidate will raise more than $750,000 per year in support of strategic priorities and needs throughout the system.

**Essential Duties**:

*This job description is intended to cover the minimum essential duties assigned on a regular basis.  Associates may be asked to perform additional duties as assigned by their leader. Leadership has the right to alter or modify the duties of the position.*

* Manage a pipeline/portfolio of individual donors, while growing that portfolio, through personal visits, calls and interactions that develop and strengthen relationships
* Write proposals and/or grants, as identified, to support funding requests
* Serve as a key member of the Development Team, working closely with colleagues in the Foundation to achieve organizational goals
* Provide support to capital campaigns, as directed
* Demonstrate the highest level of professional ethics, personal integrity and passion for philanthropy
* Actively use the Raiser's Edge database to track activities and meet goals as assigned
* Positively represent the Sparrow Foundation within the community at-large, identifying donor prospects and supporting donor stewardship activities
* Participate in Sparrow Foundation events and activities

**Requirements**

**General Requirements**

 Certificate in Fund Raising Management (preferred)  
  
**Work Experience**

 Experience working in a fast-paced environment

 Minimum of 2 years' experience in fund development

 Experience working in a donor or CRM database

 Experience with Raiser's Edge, Sphere, NetCommunity Grow and/or other Blackbaud products (preferred)

 Experience with a successful annual fund program (preferred)  
  
**Education**

 Bachelor’s Degree (B.A. or B.S.) in philanthropy, communications, public relations, marketing, business administration or other related field  
  
**Specialized Knowledge and Skills**

 Knowledge of key fund raising principles with a proven track record of success in a progressively responsible fund development position

 Highly developed interpersonal skills

 Demonstrate excellent writing skills

 Capable of working independently in Microsoft Office programs

 Highly organized and detail-focused

 Ability to deliver results while balancing multiple conflicting priorities

 Ability to work a schedule that occasionally includes evenings, weekend events, etc.

 Ability to travel throughout the Sparrow region as needed

 Ability to contribute as an individual and as a member of a team

**How to Apply**: Visit <https://careers.sparrow.org> and search for requisition **18227 Development Officer – Sparrow Foundation**.

*Sparrow Health System is an Equal Opportunity/Affirmative Action employer. All qualified applications will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected Veteran status.*