

SAINT ELIZABETH COMMUNITY
SENIOR PHILANTROPY OFFICER

Overview:

The Senior Philanthropy Officer (SPO) is responsible for the management of Saint Elizabeth Community's Annual Fund programs. The SPO works collaboratively with leadership, volunteer committees, development staff, and other staff members at each of the Community's operating units to plan, coordinate, and implement a wide variety of annual fundraising activities for individual and major donor support. The SPO reports to the Chief Philanthropy Officer for Saint Elizabeth Community.

Essential Duties and Responsibilities

- Works collaboratively with Chief Philanthropy Officer to develop strategies for annual campaign fundraising efforts.
- Identifies, qualifies, cultivates, solicits and stewards Annual Fund major gift prospects. Donors include individuals, foundations and corporations.
- Manages the organization, creation and production of annual campaign materials and lists for both print and electronic solicitation and cultivation efforts.
- Works closely with leadership and staff to identify meaningful opportunities to engage constituents at each operating unit through grateful patient program.
- Manages community-wide employee campaigns.
- Supports major gift, endowment, and planned giving efforts by identifying prospective donors through effective documentation, data management, reporting and moves management analysis.
- Provides managerial oversight of donor database including moves management tracking and reporting.
- Conducts efficient and accurate prospect and donor research to provide insight about donor intentions.
- Works collaboratively with members of the Philanthropy Department staff to plan and execute cultivation and recognition events. Provides support to Saint Elizabeth's Signature Events.

Qualifications

- A minimum of seven years professional fundraising experience with successful experience in annual fund programs
- Demonstrated ability to manage comprehensive Annual Giving program including data maintenance
- Proven experience in managing a multi-faceted prospect portfolio

- Interest in all aspects of eldercare, dedication to promoting SEC's fundraising priorities through developing excellent relationships with staff, trustees, volunteers and colleagues
- Strong interpersonal skills. Ability to build and maintain collaborative relationships with leadership, volunteers, donors and staff
- Ability to understand the needs and interests of donors in order to develop relationships between them and SEC
- Must have excellent interpersonal skills and a demonstrated record of completing assignments
- Excellent verbal and written communication skills
- Ability to track progress and report results with accuracy
- Strong organization and time management skills. Ability to manage multiple projects simultaneously.
- Experience with fundraising database systems, Raiser's Edge preferred.
- Bachelor's degree

Qualified applicants may send an up to date resume to Erica Bryson, Chief Philanthropy Officer at ebryson@stelizabethcommunity.org. Resumes may also be mailed to Saint Elizabeth Community, 2364 Post Rd. Suite 100 Warwick RI 02886. Attn: Erica Bryson.