

# Sharp HealthCare

## JOB DESCRIPTION

<b>NAME:</b>	Sharp HealthCare
<b>FACILITY:</b>	Sharp HealthCare Foundation
<b>DEPARTMENT:</b>	Development Officer, Sharp Memorial Hospital (Metro)
<b>POSITION TITLE:</b>	Vice-President, Annual Giving
<b>REPORTS TO:</b>	

**POSITION PURPOSE:** Provide annual giving fund raising support to the fundraising operation at Sharp Metro Campus (Memorial Hospital, Mary Birch, and Mesa Vista). Lead annual giving efforts with a focus on gift solicitations of \$1,000 or more and Employee Giving. Serve as back up for the Guardian Angel program and patient visits. Track and record prospect and donor data to facilitate the moves management process, respond to requests for information and other items as assigned by the Vice President, Annual Giving. Prepare materials for staff, board and committee meetings.

### JOB QUALIFICATIONS:

**Education:** Bachelor's Degree or equivalent experience required.

**Experience:** Minimum of three to five years of fund raising or sales experience required, health care fundraising experience a plus.

**Skills:** Strong organizational skills, the ability to work independently and exercise sound judgement and initiative. Strong oral and written communication skills. Experience working with volunteers and/or board members a plus. Ability and desire to work independently and as part of a team. Excellent time management skills, including the ability to work well under deadlines and manage multiple projects simultaneously. Must show initiative and be a self-starter. Comfortable making calls to access donor interest. Computer proficiency; Experience with Microsoft Word and Excel. Experience with Raiser's Edge a plus.

### CUSTOMER SERVED:

Sharp HealthCare employees serve all customers of the organization.

### JOB RESPONSIBILITIES:

#### 1. Practices and Policies

Consistently complies with Sharp HealthCare practices, policies (e.g., attendance, patient safety), and procedures. Abides by ethical standards set in the Sharp HealthCare Commitment to Principles Handbook.

#### 2. Regulatory Requirements

Completes and maintains all regulatory requirements including licensing and certification, and other mandatory training within established time frames. Submits documentation 2 weeks prior to evaluation or as appropriate. Requirements may consist of, but are not limited to TB Testing, Safety Test, Compliance Training, HIPAA Training, Licensing and Certification.

#### 3. Annual Giving

This position will report to the VP of Annual Giving as part of the Annual Giving Team, but will work closely with the three major gift officers for the Metro Campus. The incumbent will be responsible for all aspects of the development process including; identification, qualification, cultivation, solicitation, and stewardship to develop the pipeline for the Metro Campus. The position will be expected to solicit gifts of \$1,000 or more and will have an established and robust portfolio to work from.

In addition, this position will be responsible for Employee Giving on the Metro Campus, serve as back up for the Guardian Angel program and patient visits. Track and record prospect and donor data to facilitate the moves management process, respond to requests for information, and other items as assigned by the VP of Annual Giving. The successful candidate will have the ability to thrive in a metrics oriented environment and be responsible for achieving personal annual goals.

#### 4. Administrative

Assist, as needed, with administrative support for cultivation events and advisory committee meetings. Track and record annual giving prospect and donor data. Prepare accurate and timely materials for staff, board and committee meetings.

#### **PHYSICAL REQUIREMENTS:**

Ability to sit for five-to-six hours daily at a computer terminal.

Ability to type rapidly using the keys and mouse on a computer keyboard.

Able to comfortably look at a computer screen for approximately six hours per day.

Ability to meet deadlines.

Ability to frequently hear and speak clearly on the telephone.

Ability to lift 25 lbs. and stand and walk for long periods of time.

This position has access to confidential and sensitive information regarding patient data through the IDX system and Raiser's Edge. The employee is expected to access the minimum amount of information necessary to accomplish the job responsibilities which are limited to: patient name, address, dates of services, marital status, spouse name, company, affiliation and facility. Utilization for fund raising purposes cannot be based on information that may be viewed as a result of access to demographic information.

**Salary Range:** \$33/hour-\$42/hour. Full-time, salaried position.

**Schedule:** Eligible for a hybrid schedule

**Position Contact:** Ben Moraga, [Benjamin.moraga@sharp.com](mailto:Benjamin.moraga@sharp.com)

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