

JOB INFORMATION

Approved Date:	1/26/2024 3:34:53 PM (PST)
Job Description Name:	Development Officer-SCV - 701 86100 3530
Alternate Title:	Development Officer-SCV
Salary: \$33,946 - \$53,657 Hourly	
Cost Center - Department:	
Exemption Status	Exempt
Job Family:	Bus Dvlpmt & Fndrsg
Sub-Function:	Fundraising

JOB SUMMARY

Provides administrative and annual giving fund raising support to fund raising operation at SCV. Lead annual giving efforts, which include Partners, Pipeline Development, Direct Mail, Employee Giving and Guardian Angel program. Provide administrative support to Manager of Development, Foundation Advisory Board and Campaign Cabinet including scheduling meetings, assisting with proposals and presentations, tracking and recording prospect and donor data, prepare detailed campaign fundraising reports and other items as assigned. Prepare materials for staff, board and committee meetings. Work closely with development staff on annual Partners event and other foundation related events.

JOB RESPONSIBILITIES

All Sharp HealthCare employees are responsible/accountable for the following:

Practices and Policies

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

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.

Patient/Customer Satisfaction

This standard is mandatory for those employees who have direct patient contact and may only be measured using an entity, department, unit or specific question Press-Ganey score. A patient satisfaction or customer service standard may be developed for non-direct patient care employees at the manager's discretion.

Essential Functions

- Administrative

Provide administrative support to Manager of Development, Foundation Advisory Board and Campaign Cabinet including scheduling meetings, assisting with proposals and presentations, tracking and recording prospect and donor data, prepare detailed campaign fundraising reports and other items as assigned.

Prepare materials for staff, board and committee meetings - assuring materials are accurate and timely and room set up and meal arrangements are accurate and timely.

Work closely with development staff on annual Partners event and other foundation related events.

- Annual Giving/Membership

Work with Manager of Development to implement the annual giving component supporting SCV including Partners, Direct Mail, Employee giving and Guardian Angel program.

Work with the Manager of Development to identify and incorporate new donors to enlarge the donor base; manage pipeline development of Partners level donors; increase Partners level donor advancement to major gift donors of \$10,000 or more.

Essential Functions

Implement and manage the Employee giving program at SCV.
Coordinate with Manager, Annual Giving for the direct mail program for SCV.
Coordinate Guardian Angel donor presentations to individual employees as well as special recognition presentations.
Conduct patient visits as needed.
Assure information relating to annual giving prospects and donors is recorded and tracked.
Evaluate progress towards annual giving and partner level goals, Organize annual Partners event and work on other foundation related events, as needed.
Assist, as needed, with stewardship events, campaign kick-off events, grand openings and providing content for Philanthropy Notes and web pages.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Area of Study</i>	<i>Req</i>	<i>Pref</i>
Bachelor's Degree	or equivalent experience.	X	

In Lieu of Education

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License and Certification Requirements

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Work Experience

<i>Minimum Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
3 Years	administrative and fund raising experience.	X	
	Health care fundraising experience.		X
	Experience working with volunteers and/or board members.		X
	Experience with Microsoft Word and Excel. Experience with Raiser's Edge.		X

Knowledge, Skills and Abilities

Strong organizational skills, the ability to work independently and exercise sound judgement and initiative.
Strong oral and written communication skills.
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 proficient.

PHYSICAL DEMANDS AND ESSENTIAL FUNCTIONS (To be completed by the Ergonomics Department)

Frequency Key				Height Key	
Frequency	8 Hour Shift	10 Hour Shift	12 Hour Shift	Abbr.	Height
Continuously (C)	6-8 Hours	7 Hrs and 30 Mins - 10 Hrs	9 - 12 Hrs	G	Ground
Frequently (F)	2 Hrs 30 Mins-6 Hrs	3 Hrs and 30 Mins - 7 Hrs and 30 Mins	4 - 9 Hrs	BK	Below Knuckle
Occasionally (O)	30 Mins - 3 Hrs	30 Mins - 3 Hrs and 30 Mins	1 - 4 Hrs	W	Waist
Rarely (R)	0 - 30 Mins	0 - 30 Mins	0 - 1 Hrs	S	Shoulder
Never (N)	-	-	-	AS	Above Shoulder

Height Key: See reference for Liberty Mutual Manual Material Handling Guidelines for more information.

Essential Functions = (X in tables indicates task/activity is an essential function).

Activity

Activity	EF	Frequency
Sitting	X	Continuously
Walking		Rarely
Standing		Rarely
Kneeling		Never
Climbing Stairs		Never
Ladder		Never
Twisting - Trunk/Waist		Never
Twisting - Neck		Occasionally
Bending - Waist		Rarely
Bending - Neck (Flex/Ext)		Occasionally
Squatting		Rarely
Hand Functions - Fine Manipulation/Pinching	X	Occasionally
Hand Functions - Gripping/Grasping	X	Occasionally
Reaching - Below Shoulder Level	X	Occasionally
Reaching - At Shoulder Level		Rarely
Reaching - Above Shoulder Level		Never
Keyboarding	X	Frequently
Mousing	X	Frequently
Handwriting/Notetaking		Rarely
Telephone Use	X	Occasionally
Driving		Never

Patient Mobilization

**May use various patient mobilization equipment and aides on job.*

***All jobs with patient mobilization require lifting up to 50lbs as an essential function.*

Activity	EF	Frequency
Reposition		Never
Positioning		Never
Seated Transfer		Never
Lateral Transfer		Never
Transporting		Never

Patient Mobilization

**May use various patient mobilization equipment and aides on job.*

***All jobs with patient mobilization require lifting up to 50lbs as an essential function.*

Activity	EF	Frequency
Ambulating		Never

Hearing and Vision

Activity	EF
Ability to hear/differentiate alarms on equipment	X
Ability to hear phone conversation	X
Ability to hear instructions from staff/patients/others	X
Ability to hear overhead announcements	X
Ability to work indoors at lighting levels set forth by California Building Code and/or Cal/OSHA	X
Color vision (ability to identify and distinguish colors)	

Other Possible Exposures

Activity	EF
Bloodborne Pathogens	
Exposure to possible needle sticks and other sharps	
Exposure to infectious diseases	X
Exposure to hazardous substances/chemicals	
Exposure to dust, fumes, gases, latex products	
Non-ionizing Radiation (microwaves, radiofrequency, infrared light, ultraviolet light)	
Ionizing Radiation (radioactive isotopes, x-rays)	
Exposure to high noise levels	
Working at heights	
Working on uneven ground	

Lift - Carry - Push/Pull

Tables indicated for manual material handling. Refer to frequency and height keys.

Lifting

	0 - 10 lbs	11 - 25 lbs	26 - 50 lbs
Height EF	X		
G-BK	R	N	N
G-W	R	N	N
G-S	R	N	N
G-AS	R	N	N
W-S	R	N	N
W-AS	R	N	N
S-AS	R	N	N

Carrying

	0 - 10 lbs	11 - 25 lbs	26 - 50 lbs
Distance in Feet EF	X		
0-10	R	N	N
11-20	R	N	N
21-30	R	N	N
31-40	R	N	N
41-50	R	N	N
51-60	R	N	N
60+	R	N	N

Lift - Carry - Push/Pull**Push/Pull**

May push/pull varied devices over varied surfaces.

	0 - 10 lbs	11 - 25 lbs	26 - 50 lbs	51 - 75 lbs	76 - 100 lbs	100+ lbs
Distance in Feet EF	X					
0-10	R	N	N	N	N	N
11-20	R	N	N	N	N	N
21-30	R	N	N	N	N	N
31-40	R	N	N	N	N	N
41-50	R	N	N	N	N	N
51-60	R	N	N	N	N	N
60+	R	N	N	N	N	N

RECEIPT OF JOB DESCRIPTION

I have read and understand the job description duties listed for Development Officer-SCV - 701 86100 3530, and have received a copy.

Name: _____

Signature: _____

Date Signed: _____

Manager/HR Signature: _____

Date Signed: _____