



Position: Philanthropy Officer

Job Category: Fundraising

Schedule: Full time

Pay Range: \$ 47.05 - \$ 73.04 per hour

Work Location: Mission Hospital Mission Viejo. A remote option is available two days per week.

To apply: [Philanthropy Officer - Providence Careers](#)

Job Overview:

Join a mission-driven team where your strategic insight and relationship-building skills will directly impact the future of healthcare. As a Philanthropy Officer, you will guide individual donors toward meaningful contributions that align with our most vital fundraising priorities and service lines.

In this dynamic role, you will collaborate closely with physicians, volunteers, donors, and a seasoned team of major and planned giving professionals, to advance the Foundation's philanthropic goals. You will manage a robust portfolio of 100–150 major gift prospects, cultivating relationships through 144 annual face-to-face visits and delivering at least 12 tailored proposals each year. Working alongside clinical leadership, you will identify and qualify new donors, conduct discovery visits, and build a strong pipeline of supporters capable of making gifts of \$25,000 and above.

Required Qualifications:

- Bachelor's Degree from an accredited university or college.
- 5 years of Frontline individual giving experience in a large organization, especially in higher education and/or a medical center or medical research environment, with a track record of successful major gift solicitation.
- Experience using fundraising software, including Raiser's Edge, Microsoft Office Excel, PowerPoint and Outlook, as well as office equipment, e.g., laptop, scanner, etc.

Preferred Qualifications:

- Certified Fund Raising Executive (CFRE) is a plus.
- Experience in comprehensive fundraising campaigns.

Why Join Providence?

Our [best-in-class benefits](#) are uniquely designed to support you and your family in staying well, growing professionally, and achieving financial security. We take care of you, so you can focus on delivering our [Mission](#) of caring for everyone, especially the most vulnerable in our communities.

About Providence

At Providence, our strength lies in Our Promise of “Know me, care for me, ease my way.” Working at our family of organizations means that regardless of your role, we’ll walk alongside you in your career, supporting you so you can support others. We provide best-in-class benefits and we foster an inclusive workplace where diversity is valued, and everyone is essential, heard and respected. Together, our 120,000 caregivers (all employees) serve in over 50 hospitals, over 1,000 clinics and a full range of health and social services across Alaska, California, Montana, New Mexico, Oregon, Texas and Washington. As a comprehensive health care organization, we are serving more people, advancing best practices and continuing our more than 100-year tradition of serving the poor and vulnerable.

Providence offers a comprehensive benefits package including a retirement 401(k) Savings Plan with employer matching, health care benefits (medical, dental, vision), life insurance, disability insurance, time off benefits (paid parental leave, vacations, holidays, health issues), voluntary benefits, well-being resources and much more. Learn more at providence.jobs/benefits.