



Foundation Events Manager

The **Methodist Healthcare Foundation** serves as the fundraising arm of Methodist Le Bonheur Healthcare, a faith-based, non-profit, comprehensive healthcare system serving the Memphis and Mid-South community.

The mission of the Foundation is to uplift Methodist Le Bonheur Healthcare's compassionate care for our entire community through philanthropy, health advocacy, and a vision of healing and hope.

The Foundation deploys various fundraising activities, including annual giving, major gift strategies, and special events, to raise support for needs across the healthcare system and in the community, including support to advance areas of clinical care, capital projects, and community health programs.

The **Foundation Events Manager** is responsible for the coordination of all fundraising events for the Methodist Healthcare Foundation. Develops and oversees effort to encourage support from individuals, corporations, foundations, and other supporters to ensure successful fundraising events. Monitors progress of events and identifies areas to expand reach. Seeks new supporters and enhances visibility for MHF and our needs. Models appropriate behavior as exemplified in The MLH Mission, Vision and Values.

Estimated Salary Range - \$53,000 - \$73,000

Education/Experience

- Must have a Bachelor's degree in Communications, Marketing, Public Relations, Non-Profit, or other related field.
- Must have at least two (2) years of experience in non-profit fundraising, volunteer management, special event coordination, or other related experience.

Skills and Abilities

- Strong ability to communicate effectively with individuals and groups in person, through presentations and writing.
- Must be diplomatic and enthusiastic advocate for the Foundation.

- Knowledge of database management or familiarity with technology needed to manage events and fundraising activities.
- Must have the ability to work effectively with a variety of people in a team setting.
- Must have a high level of creativity.
- Must be able to work independently.
- Possesses a high level of organization and a strategic planner and thinker.

Key Job Responsibilities

- Plans, organizes, and implements fundraising events for the Foundation to meet departmental goals and objectives.
- Manages and coordinates communications for various fundraising events.
- Coordinates, strategizes, and implements annual Associate giving campaign.
- Promotes Foundation programs and MLH to develop community awareness and fundraising opportunities.
- Assists with fundraising activities as needed, including recognition, cultivation, and stewardship activities.
- Responsible for creating and managing Foundation event budgets.
- Manages volunteers to ensure the success of Foundation fundraising and stewardship events.
- Collaborates with the Foundation President and other team members in implementing donor-hosted fundraising events.
- Promotes the flow of information by establishing, utilizing, and maintaining effective communication systems within and outside the department.
- Assists in coordination of donor recognition activities, societies, and events.
- Performs other job functions as assigned or requested.
- Manages events coordination and supervises volunteers.

Methodist Le Bonheur Healthcare's goal is to improve every life we touch. And that starts with the lives of our Associates.

We believe that just one person can make a difference. That's the Power of One. And we see each day as a new opportunity to make a difference in the lives of the people in our community. For over a century, we've served the health care needs of the people of Memphis and the Mid-South.

We provide our Associates with opportunities that help them maximize their potential both professionally and personally. Because we're not at our best until you are at yours. That's what the Power of One is all about.

MLH has been caring for patients and families regardless of ability to pay for more than 100 years. Guided by roots in the United Methodist Church and

founded in 1918 to help meet the growing need for quality health care in the greater Memphis area, MLH has grown from one hospital into a comprehensive healthcare system with 12,000 Associates, supporting six hospitals, ambulatory surgery centers, outpatient facilities, hospice residence and physician practices serving communities across the Mid-South. From transplants and advanced heart procedures to expert neurology services and compassionate cancer care, MLH offers clinical expertise with a focus on improving every life it touches.

We seek team members with a passion for helping others. At Methodist Le Bonheur Healthcare, we improve every life we touch through:

- **Strong Values:** Service, Quality, Integrity, Teamwork, and Innovation.
- **Collaboration:** Pulling together as a team to achieve our goals. Here everyone is committed to going above and beyond.
- **Strength through Diversity:** We embrace, value, and respect the individual differences and unique contributions of everyone, and we know a diverse work force makes us stronger.
- **Faith:** Encouraging us to serve our patients and their families and improve the health of our entire community.
- **Opportunity:** An emphasis on training, continuing education, and the many ways to grow a long-lasting and rewarding career with MLH.

For more information about this opportunity or visit our career site at <https://www.methodisthealth.org/careers/>.