


COVID-19 Vaccination Information

Across UPMC, our guiding principle is to always prioritize the safety of our employees, patients, and members. UPMC believes that vaccination is important, helps protect all, and advocates that everyone who can be vaccinated should be vaccinated.

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Major Gifts Officer Magee Womens Research Institute

Job ID: 229603006
Status: Full-Time
Regular/Temporary: Regular
Hours:
Shift: Day Job
Facility: [Magee-Womens Hospital of UPMC](#)
Department: 3001 Magee Health Foundation
Location: [3240 Craft Place, Pittsburgh PA 15213](#)
Union Position: No
Salary Range: \$36.83 - \$48.57 - \$59.82

Description

Magee-Womens Research Institute & Foundation is seeking a Full Time Major Gifts Officer to support the Magee Womens Foundation!

This position will work Monday through Friday, 8:30am to 5:00pm with some flexibility for evening/weekend hours. It also offers a hybrid option working remotely 3-4 days of the week! *Hours are subject to change based on business needs.*

The Major Gifts Officer is a front-line fundraising role focused primarily on individuals and families with the capacity to make contributions at the \$10,000 to \$1 million level. This position will be responsible for building a portfolio (approximately 125 to 175 potential donors) and for forging strong working partnerships with medical and nursing staff, and research faculty to identify prospects.

Responsibilities:

- Represent UPMC Magee-Womens Hospital and Magee-Womens Research Institute in building relationships with individuals and families that will generate significant philanthropic support for strategic initiatives to advance the mission of both organizations.
- Develop tailored prospect and donor-specific strategies and tactics to advance the philanthropic relationship and giving potential.
- Assume additional responsibilities as assigned by the Vice President as they may arise.
- Demonstrate through behavior UPMC’s core values of integrity, care, balance, excellence, stewardship, and teamwork
- Operate collaboratively and openly with a high attention to detail to provide excellent service to prospects, donors, medical and nursing staff and research faculty, research institute and hospital leadership
- Develop strong working relationships of trust and confidence with clinical and research faculty.
- Log all relationship information in the Raisers Edge database in compliance with HIPAA policies.
- Assure the prompt gift acceptance, deposit, acknowledgement and recognition of gifts

Qualifications

- Bachelor's degree in Communications, marketing, sales, business or related field required.
- 5 - 8 years of experience in a non-profit setting preferred; or experience in sales, marketing and communication in the for-profit environment.
- Experience with frontline fundraising and closing major gifts preferred
- Experience in a health care setting preferred; experience in an academic medical center desired.
- A track record of securing major gifts from identification through cultivation and solicitation preferred.
- Knowledge of Raiser's Edge donor tracking software preferred.

Preferred skills and abilities:

- Excellent interpersonal skills, written communication skills and the ability to work with many different people such as donors, volunteers, trustees and staff.
- Team oriented; works well within group situations.

- Must be very organized, analytical and able to handle multiple projects simultaneously and meet deadlines.
- Computer literacy.
- High level of enthusiasm, initiative, motivation and self-direction.

Licensure, Certifications, and Clearances:

- Act 34
- Certified Fund Raising Executive (CFRE) credential preferred.

UPMC is an Equal Opportunity Employer/Disability/Veteran

Licensure, Certifications, and Clearances:

- Act 34

UPMC is an Equal Opportunity Employer. Minority/Females/Veterans/Individuals with Disabilities.

Total Rewards

More than just competitive pay and benefits, [UPMC's Total Rewards](#) package cares for you in all areas of life — because we believe that you're at your best when receiving the support you need: professional, personal, financial, and more.

Our Values

At UPMC, we're driven by shared values that guide our work and keep us accountable to one another. Our Values of **Quality & Safety, Dignity & Respect, Caring & Listening, Responsibility & Integrity, Excellence & Innovation** play a vital role in creating a cohesive, positive experience for our employees, patients, health plan members, and community. Ready to join us? Apply today.

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Security Alert

We are aware of scams targeting UPMC and other large companies that involve individuals posing as employees to illegitimately conduct interviews and extend false employment offers and payments to gain access to candidates' personal information. Please note that UPMC will **not** communicate with candidates through third-party email services like Gmail or Yahoo. While some interviews may take place via a video conferencing service, UPMC Talent Acquisition will **not** conduct interviews via Skype or Google Hangouts. UPMC will never ask for or disburse funds during the recruitment process. If you are hired into a role with a sign-on bonus or similar incentive, funds will be paid to you by UPMC after your start date.

If you suspect you have been a victim of a fraudulent UPMC job offer, [please report the attempt using this form](#).



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