

UPMC PINNACLE

Job Title:	Annual Giving Officer		
Job Code:	020344	Pay Class:	
Dept(s):	Gifts and Endowments	FLSA Status:	Exempt
Job Family:	Business Support Level 3	Reports To:	Director of Development

Job Summary: Responsible for the planning, development and implementation of annual giving programs within the Pinnacle Health Foundation, including but not limited to the annual employee campaign, leadership annual giving and all direct mail, email and social media development programs. As a key member of the Pinnacle Health Foundation's efforts to develop significant growth from major gifts, responsible for identifying and cultivating annual leadership donors to become major donors.

Job Requirements: Bachelor's degree required. With two to four years of fundraising experience. Excellent interpersonal skills and oral and written communication skills. Strong computer skills with demonstrated proficiency in word processing, spreadsheets, and database management.

Preferred Qualifications: Fundraising experience in a hospital or nonprofit setting, proficiency and familiarity of the Raiser's Edge database.

Primary Duties:

- Accountable for the identification, cultivation, solicitation, and stewardship of charitable gifts from annual donors resulting in a minimum of \$500,000 revenue during the fiscal year.
- Develops an annual calendar and stewardship plan; identifies and stewards mid-level donors and facilitates an ongoing sustainer giving program; and maintains an individualized donor relations plan.
- Develops and maintains a list of qualified leadership annual giving prospects that support healthcare activities in south central Pennsylvania. Works with the CDO and MGO's to identify, cultivate, and solicit major donors.
- Plans and executes the annual employee campaign, the Cornerstone Circle program and in conjunction with the development team, participates in annual fundraising events such as the Fredricksen Golf Tournament, as available.
- Develops and prepares briefing materials and assists in writing and editing of impact reports, gift agreements and manages the Annual Donor Report.
- Serves as internal manager for the annual United Way Campaign at PinnacleHealth.

Secondary Duties:

- Assists in planning, organizing and implementing special events conducted by PinnacleHealth Foundation.
- Represents PinnacleHealth Foundation at development-related events.
- Maintains effective communication and good rapport with development office staff, department managers, system employees, volunteers and corporate and foundation decision-makers.
- Serves on internal committees, task forces and Boards, as appropriate.

Human Relations / Contact and Communications:

Must possess excellent interpersonal skills and ability to interact comfortably and effectively with persons of diverse social and educational backgrounds and especially with the medical community. Requires excellent written and oral communication skills.

Physical Requirements and Working Conditions:

Occasionally requires flexible scheduling to accommodate meetings and off-site presentations and events. Must have dexterity to use computer keyboard.

Director Approval: Jade Honey

HR Approval: Ann Gormley

Date Revised: 07.07.17

Date Reviewed:

PHYSICAL REQUIREMENTS

Amount of time per shift required for each listed activity:

	NEVER no time	RARELY less than 10%	OCCAS. 11 - 35%	FREQ. 36 - 70%	CONT. 71 - 100%
SIT	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>
STAND	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
WALK	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
BEND	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PUSH/PULL	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
KNEEL	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
SQUAT	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
REACHING	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TWISTING	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
OTHER (list)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

LIFTING	NEVER no time	RARELY less than 10%	OCCAS. 11 - 35%	FREQ. 36 - 70%	CONT. 71 - 100%
0 - 10 LBS	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11 - 25 LBS	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
26 - 50 LBS	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
51 - 100 LBS	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CARRYING					
0 - 10 LBS	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11 - 25 LBS	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
26+ LBS	<input type="text"/>	<input checked="" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SENSORY ABILITIES

	Specifically Required	Not Specifically Required
VISION	<input checked="" type="text"/>	<input type="text"/>
HEARING	<input checked="" type="text"/>	<input type="text"/>
TOUCH	<input checked="" type="text"/>	<input type="text"/>
TASTE	<input type="text"/>	<input checked="" type="text"/>
SMELL	<input type="text"/>	<input checked="" type="text"/>