

Title: Associate Director, National Corporate and Foundation Relations (Philanthropy)

Full Time (40 hours per week), Day Shift, 8:00am - 5:00pm

Some call it a career. For us it's a calling.

National Jewish Health is currently seeking an **Associate Director, National Corporate and Foundation Relations** to join our dynamic, dedicated and goal-oriented Development team. Working with the Director, National Corporate and Foundation Relations, this position is integral in developing philanthropic partnerships with national corporations and foundations to further the institution's mission to to heal, to discover and to educate as a preeminent health care institution.

The ideal candidate will display excellent communication skills, strong attention to detail, experience in writing high-level and high-quality proposals and the ability to develop strategic internal and external relationships.

As the leading respiratory hospital in the nation, National Jewish Health is pioneering a new era of preventive and personalized medicine. By combining our efforts in comprehensive care, academic education and ground-breaking research, we're able to develop treatments that help our patients live more productive lives. If you believe in Breathing Science is Life, we invite you to join our team!

Position Summary

Responsible for the development, planning, implementation and evaluation of fundraising from foundations and corporations. Identifies, cultivates and solicits prospects and donors in support of National Jewish Health, and shares responsibility for an assigned share of the Development Office annual fundraising goal.

Essential Duties

1. Works with Director, National Corporate/Foundation Support, as well as other members of development and leadership within the institution to develop strategies for corporate and foundation fund development nationwide.
2. Researches and identifies prospective corporate and foundation donors locally and nationally and preferred areas of interest for each, and matches funding needs with opportunities. Cultivates, solicits and stewards corporate and foundation prospects and donors.
3. Works with the Director of National Corporate/Foundation Support, and acts as a liaison with the physicians, researchers and other staff to identify specific program funding needs and potential sources of support. Within established timelines, gathers information regarding National Jewish Health's funding needs and develops proposals and requests for funds from corporations and foundations.
4. Utilizes the Development department's database to provide proper documentation.

5. Meets with National Jewish Health staff to understand institutional activities, priorities, budgets and develops annual strategies for local and national corporate and foundation fundraising for these priorities.
6. Organizes site visits and provides proposals and reports for corporations and foundations locally and nationally requiring in-depth program knowledge or specific outcome evaluations, including preparations of budgets and attachments.
7. Works with Regional Office fundraising staff to identify and evaluate corporate and foundation prospects.

Other Duties

1. Leads the planning and execution of events as needed.
2. Coordinates and submits the National Jewish Health forms, documentation and marketing materials for Colorado Gives Day and other giving campaigns as needed.

Supervisory or Managerial Responsibility

None

Travel

Local and out of state travel may be required

Minimum Qualifications**Education**

Bachelor's degree required.

Work Experience

Five (5) years recent and related experience in the application, acquisition and management of corporate and foundation funds required.

Special Training, Certification or Licensure

None

Important Notes

National Jewish Health is a non-profit, non-sectarian institution and is a longstanding cornerstone in the Denver healthcare community. National Jewish Health seeks to attract the best-qualified candidates who support the mission, vision and values of the Institution and those who respect and promote excellence through diversity. We are committed to providing equal employment opportunities (EEO) to all employees and applicants without regard to race, color, creed, religion, sex, age, national origin,

citizenship, sexual orientation, gender identity and expression, physical or mental disability, marital, familial or parental status, genetic information, military status, veteran status or any other legally protected classification. We are a tobacco and fragrance free environment.

To be considered for the position please complete an application online in its entirety at <https://pm.healthcaresource.com/CS/national/#/job/3809>.