



## JOB DESCRIPTION

**TITLE:** Fund Development Specialist  
**DEPARTMENT:** Foundation  
**REPORTS TO:** Director of Marketing/Communications & Fund Development  
**FLSA:** Exempt

### SUMMARY OF JOB:

The Fund Development Specialist solicits gifts to the hospital, communicates with constituents, provides assistance with the planning, organizing, implementation and evaluation all of the hospital's fundraising programs including major gifts; annual, legacy, and planned giving; special projects; corporate and foundation relations; special events and capital campaigns.

### RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

Assists the Director in long and short-term planning, development of policies, and development of the budget and annual fundraising goals.

Works with the Director, Foundation Chair and the hospital CEO in managing the budget for the Foundation.

Develops and initiates comprehensive fund development plan, strategies and priorities.

Assists the Director in developing and implementing strategies to ensure the successful identification, cultivation, solicitation, and stewardship of donors with the potential to make substantial gifts.

Cultivates external business opportunities and corporate partnerships to include, but not limited to, marketing, advertising, promotions and sponsorships.

Assists the Director in fostering relationships with the Foundation Board of Directors.

As part of the marketing/communications and fund development team, establishes strong relationships with all hospital constituents, local communities and other stakeholders.

Plays a leading role in coordinating and executing fundraising special events including sponsorship identification and solicitation as well as event logistics.

In collaboration with the Director, composes letters of solicitation and gratitude, as well as proposals for individuals, corporations and foundations.

Responsible for meeting goals established in collaboration with the Director/hospital CEO and Foundation Chair and reporting progress towards those stated goals.

Manages donor database to successfully and accurately track donor gifts.

Communicates in writing and orally with individuals and groups.

Identifies, researches, cultivates and manages contact with donors and potential donors.

Plans, coordinates and implements annual donor stewardship events and activities.

Assists with maintaining and expanding the hospital's donor base.

Assists with the monitoring, evaluating, and reporting on fundraising results, trends, and progress toward goals to hospital staff and leadership team, and Foundation Board of Directors.

Works daily to ensure timely, accurate completion of proposals, pledges and fund agreements.

Documents prospect strategies and contact reports, evaluates new prospects and generates stewardship reports and general correspondence daily to cultivate gift prospects.

Handles and directs sensitive inquiries to development leadership as appropriate.

Represents the Foundation at events in order to support the hospital and cultivate donors.

Other duties as assigned.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

Bachelor's degree in business, public relations, marketing or related field with at least three (3) years of experience (at least five (5) years is preferred) in fundraising, professional sales, management or a related field preferred.

The ideal candidate will possess the following:

- exceptional communication skills, strategic thinking, and experience in gift negotiation and solicitation;
- sensitivity to long-term relationship building and stewardship with donors and potential donors;
- desire to apply fundraising techniques with imagination and an entrepreneurial spirit;
- ability to advocate for hospital and Foundation; and
- a high standard of professional integrity.

Knowledge of office and productivity software required. Some weekend and evening work will be required. Experience in fundraising is highly desirable.

**LANGUAGE SKILLS:**

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**INTERPERSONAL SKILLS:**

Demonstrates exceptional customer service skills using the "Whatever It Takes" philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

**DECISION MAKING ABILITY:**

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

**ANALYTICAL ABILITY:**

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**

- Attends annual compliance and privacy training.
- Responsible for complying with all federal, state and local rules and regulations.
- Must comply with the Code of Conduct Guide.
- Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.
- Reports any conflict of interest or relationship immediately.

**HIPAA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

\_\_\_\_\_  
Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date