



# Hospital for Special Care

## MAJOR GIFT OFFICER

Position Location: Hospital for Special Care

Scheduled Weekly Hours: 40

Work Shift: First Shift

Department: Foundation

Visit <https://hfsc.org/careers/> to apply.

We are dedicated to creating an environment of care and engagement that makes us one of the most desirable places to work, providing exceptional care to each patient each and every day!

### QUALIFICATIONS

- Bachelor's Degree required (certification(s) in fundraising preferred)
- Minimum of 5 years of fundraising experience in a variety of roles that represent progressively increased responsibility in major gift fundraising or planned giving in the non-profit setting, preferably in health care. (a minimum of 5 years of experience in sales/relationship building field may be substituted for fundraising experience.)
- Demonstrated ability to manage a portfolio of donors and donor prospects, moving them through the cycle of giving to solicitation onto stewardship and sustained and increased giving.
- Documented outcomes resulting from personal, one-on-one solicitations for contributions.
- Ability to be successful in deadline-oriented settings, both individually and as a collaborative team-player and work independently within defined goals and standards.
- A strong work ethic and demonstrates good judgement, professionalism, and the highest standards of ethical conduct.
- Strong verbal and written communication skills.
- The ability to work effectively with physicians and clinical leaders
- Results oriented with the ability to work in a timely manner with multiple deadlines and competing requirements.
- Achievement oriented, a team player and a successful team builder.
- Strong analytical skills with the ability to quickly and regularly adjust strategy based on giving trends.

- Ability to work in a dynamic, fast-paced environment and good at developing relationships both internally and externally with the various constituencies.
- Proficient with computerized information management in the fundraising setting, including Blackbaud Raiser's Edge and NXT, and Microsoft Office.
- Enjoy working with people and advancing the mission of healthcare fundraising.
- Knowledge of general planned giving concepts and ability to discuss with donors.
- Able to work effectively with people and inspire others to perform at a high level of efficiency and productivity.
- Valid Driver's License

#### JOB SUMMARY

The Major Gift Officer (MGO) plays a critical role in expanding and growing philanthropic support for Hospital for Special Care by focusing on prospect and donor relationships. This position plays a key role in developing the major gift pipeline through solicitation of principal and major gifts for capital campaigns, special fundraising projects, and other strategic funding priorities. The MGO works collaboratively with HFSC Foundation team to create and implement strategies to maximize philanthropic giving of prospects and to engage their active participation and support.

#### PHYSICAL DEMANDS

- Sometimes walks in areas of the hospital, sitting and standing at frequent intervals, bending and reaching to access files and written materials.
- Uses hands, eyes, ears, and fine motor skills continuously to write, use computer and telephone.
- Occasionally carries boxes, development materials or donated goods weighing less than 40 pounds.

#### COGNITIVE DEMANDS

- Frequently uses judgment, tact and problem-solving techniques in working with internal and external customers.
- Continuously communicates with others using effective listening, writing, verbal, negotiation and customer service skills.
- Applies analytical and accounting skills to generate accurate financial reports and donor records.
- Ability to initiate, prioritize and work independently under deadlines, handling numerous responsibilities simultaneously.
- Ability to pay attention to and understand the importance of detail.

#### WORK DEMANDS

- Flexible work schedule to include weekends, evenings when needed.

- Ability to work collaboratively with staff, stakeholders, donors and other hospital staff.
- Most work is done indoors in climate-controlled environment.

#### ESSENTIAL FUNCTIONS

- Identify, cultivates, solicits, and provide stewardship for major gifts of \$10,000 or more.
- Builds effective relationships with physicians, patients, grateful families, administration, board members, volunteers, community, and civic leaders to advance the mission through philanthropy.
- Work in partnership with the Foundation and hospital leadership to shape and implement strategies for the cultivation and solicitation of major campaign prospects to support hospital funding priorities. Collaborate to accomplish the goals and objectives of Hospital for Special Care Foundation.
- Achieve realistic and quantifiable goals based on mutually agreed upon fundraising metrics that will be the primary performance standards used to measure fundraising success.
- Identify and engage new major gift prospects for capital campaigns and other funding priorities as identified by Foundation and hospital leadership
- Manage a portfolio of 125-150 donors and prospective donors to strategically advance through moves management and solicitation.
- Conducts prospect research to effectively cultivate and solicit major gift.
- Keep timely and accurate records of donor and prospect interactions through the Raiser's Edge and NXT database.
- Prepare formal fundraising requests, required follow up reports and renewal applications for major sources of private funding.
- Work closely with philanthropy staff to support signature fundraising events with a focus to engage and cultivate major gift donors and prospects.
- Maintain high visibility with the hospital community; remains accessible to community members as a means of building positive donor relationships and to heighten awareness of Hospital for Special Care.
- Assist with the planning and implementation of cultivation events.
- Collaborate with Foundation leadership to develop case for support, proposal communications, and stewardship materials needed for major gift, capital, and annual fundraising programs.
- Assist Foundation leadership with engaging, guiding and educating hospital board, leadership and physicians on techniques of effective individual and organizational fundraising.
- Promote a culture of philanthropy with Hospital for Special Care internal audiences; build philanthropic awareness through physicians, nursing, clinical and support staff, and maintain a presence throughout the hospital environment.