



ST. ROSE HOSPITAL

Job Description

JOB TITLE/CLASSIFICATION DIRECTOR OF DEVELOPMENT (732)

DEPARTMENT FOUNDATION

STATUS..... EXEMPT

RELATIONSHIPS:

Reports to: FOUNDATION BOARD OF DIRECTORS, PRESIDENT & CEO

POSITION SUMMARY

Under minimal supervision the Director of Development is responsible for planning and administering the comprehensive fundraising programs of the St. Rose Hospital Foundation as directed by the Foundation Board of Directors. The Director provides management to the Foundation office operations and Foundation staff, provides oversight and coordination of all special events and fundraising activities sponsored by the Foundation, and writes grants, solicitations and all fundraising correspondence. Responsibilities also include preparation of an annual strategic plan and budget with approval of Foundation Board.

ESSENTIAL DUTIES

Defines the Foundation’s financial needs through preparation of annual budget, strategic plan and other approved plans and programs in coordination with the Board of Directors.

Serves as an Ex Officio member with full voting rights of the Board of Directors and each committee functioning under authority of the Foundation.

Conceives, plans and executes all fundraising programs of the Foundation, based on specifically requested support for the short range and long term range programs, services and facilities needs of the Hospital.

Researches and prepares grant proposals for the Foundation and provides ongoing grant oversight with timely, detailed reports to funders.

Identifies and researches potential sources of gift support. Contacts potential donors with direct appeals for gift opportunities.

Works closely with the Foundation Board of Directors and other fundraising volunteers in approaching perspective donors.

Supervises and works directly with Special Events Coordinator in planning, management and execution of all Foundation special events.

Develops planned and annual solicitation activities to include year-end appeal and underwriting requests.

Attends Hospital Administrative/Leadership meetings as deemed appropriate by CEO.

Works with the Marketing Manager of St. Rose Hospital to create Foundation publications and assist in community outreach opportunities.

Assures that all donor information shall be regarded as confidential and available only to authorized individuals.

Other Duties

Performs other job related duties as assigned by CEO and Administrative Team.

QUALIFICATIONS

*License/Certification

N/A

*Proof of all required License(s) and/or Certification(s) due at time of hire

**Education

BA Degree, Masters preferred

**Proof of required educational levels due at time of hire

Experience

Three to five years of successful fund development

Skills

Independent, self-starter

Relationship builder, people oriented

Strong oral and written communication skills

Office management and organizational skills