



### ***Philanthropy Officer- Baptist Health Foundation Greater Louisville***

Baptist Health is looking for an energetic & qualified candidate to join our family supporting the hospital's foundation fundraising development. At Baptist Health, we believe that our competitive salary and enticing benefit package is among the best in the market area. The Fund Development office is located in East Louisville, which is situated on the Kentucky-Indiana border. Affectionately known as Kentuckiana, the area offers the best of both worlds with its big city excitement and small town ambiance.

This position is charged with meeting goals and contributing to the overall growth of philanthropy; to secure funds for the organization by fulfilling the interests and passions of donors to Baptist Health by providing them with giving opportunities and encouraging them to give. This position will work directly with the Executive Director to execute a major gift program that will significantly increase individual major giving to the Foundation; will build strong relationships with major giving donors and prospects and actively develop a major giving pipeline of larger gifts and increased revenue; will steward an active portfolio of individual major gift prospects and donors. An advocate for the hospital, the Philanthropy Officer represents the institution among its leadership team, employees, volunteers and public audiences.

#### **Principal Duties and Responsibilities:**

- The following is a summary of the major functions of this individual's job and is intended to describe the general content and functions of this job. It is not to be construed as an exhaustive list of all duties or responsibilities. He/she may perform other job related duties, both major and minor, which are not mentioned below as required by their supervisor, and specific functions may change from time to time.
- Serves as a strategic member of the philanthropy team with the primary responsibility for advancing the organization's major gifts program to successfully identify, cultivate, solicit, and steward major gift prospects and donors; plays a central role in developing, overseeing, and managing major gift strategies and programs, and coordinating them with other areas of the department's advancement efforts and is responsible for growing and maintaining a comprehensive major gifts program focused on attracting gifts of \$25,000 - \$100,000.
- Works with the Executive Director to devise, implement, and manage effective, creative, innovative and original strategies, timelines, objectives, and metrics designed to individually and systematically interest, engage, and secure a wide range of key prospects to meet or exceed organizational funding goals.
- Achieve realistic and quantifiable goals based on mutually agreed upon fundraising targets that will be the primary performance standards used to measure fundraising success. Achieve

annual activity and outcome goals, including set number of personal visits, major gift proposals submitted, major gifts closed, and dollars raised.

- Researches and manage a portfolio of major donors and prospects. In consultation with other Foundation leadership, develops written cultivation, solicitation and stewardship plans, utilizing a moves management approach to engage prospects and donors. Responsible for making a targeted number of donor visits per month to assigned prospect portfolio.
- Devotes a majority of an annual work year's hours to face-to-face contacts with identified, qualified potential and existing major gift donors and provide documentation of such activities as part of a moves management program recorded in portfolio.
- As part of the Grateful Patient program, build close working relationships with physicians and other clinical staff to build a grateful patient pipeline. Contribute to the goals, priorities and success metrics for grateful patients and family giving.
- Manages and sustains program that engages and involves Foundation Board of Directors, volunteers and staff in major gift planning, cultivation, solicitations and gift stewardship.
- Shapes key organizational and development related messages through the direction and preparation of major proposals, solicitation letters, and other materials for major prospects and donors; ensures that they are persuasively communicated to key and target audiences and are consistent with the efforts of others to strategically position the organization in the marketplace.
- Works with the Executive Director and other appropriate leadership to identify approved potential programs and projects for major gift support. Participates in the development of cases for support and all the proposals and materials needed to make such activities successful.
- Other assignments and special projects as assigned by the Foundation Executive Director.

**Minimum Education, Training and Experience Required:**

1. Bachelor's degree required. CFRE Certification preferred.
2. 7-10 years related work experience required in development experience, with an established track record of major gift fundraising and donor relationship management. Management experience a plus.
3. Demonstrated ability to successfully build and manage many relationships. A proven track record of increased net revenue
4. Solid volunteer management experience; demonstrated ability to engage and successfully utilize volunteers in achieving fund raising goals. Demonstrated success in personally cultivating, soliciting, and stewarding major and/or annual fund gifts.
5. Demonstrated ability to effectively represent an organization to diverse external audiences through the use of strong verbal and written communications skills and marketing of concepts and ideas. Knowledge of the utilization of information systems to support fund raising activities. Demonstrated ability to prioritize and coordinate a large number of projects simultaneously with minimum supervision.
6. Broad knowledge of the principles of fundraising – able to participate in all aspects of the gift cycle:
  - to initiate contacts with potential benefactors;
  - to develop appropriate cultivation strategies for them;

- to move potential benefactors in an appropriate and timely fashion toward solicitation and closure;
- to make solicitations when appropriate;
- to maintain stewardship contacts with benefactors.

7. Experience with computer systems required, including web based applications and some Microsoft Office applications which may include Outlook, Word, Excel, PowerPoint or Access. Database experience required - Raiser's Edge or Salesforce experience preferred

Interested candidates can apply using the following link:

[https://bhs.wd1.myworkdayjobs.com/careers/job/Louisville-KY/Philanthropy-Officer---Baptist-Health-Foundation-Greater-Louisville\\_R20017606](https://bhs.wd1.myworkdayjobs.com/careers/job/Louisville-KY/Philanthropy-Officer---Baptist-Health-Foundation-Greater-Louisville_R20017606)

Baptist is a leader with providing exceptionally high patient care. As a faith-based health system, Baptist Health places special emphasis on our Core Values of treating all with integrity, respect and compassion, with a focus on excellence and collaboration in all that we do, helping us to experience the joy of caring for other. We invite you to join our team!