

Job Description for Development Manager – Mission and Stewardship

Position Summary: Responsible for advancing the mission of Hosparus Health through planning and implementation of stewardship programs, projects and activities designed to recognize and foster deeper relationship development through charitable contributions. Manages engagement tracks; works with operations team to execute tracks to increase retention and recapture of existing donors and promote the acquisition of new donors. This position also supports the Senior Vice President in managing the grateful patient and family program.

Position Duties & Responsibilities:

- Assists in the grateful patients and families initiatives, to include identifying, engaging, and cultivating individuals for deeper involvement in Hosparus Health mission.
- Oversees the grateful family acquisition program, including but not limited to, the grateful family/Shining Star direct mail program.
- Recognizes potential for increased donor involvement and capitalizes on opportunities to grow existing relationships.
- Performs prospect research to uncover opportunities for annual, major and planned gifts.
- Responsible for management of a prospect/donor portfolio of accounts to include solicitation and stewardship of existing relationships.
- Organizes donor recognition to ensure that donors are appreciated and properly stewarded.
- Develops and executes stewardship strategies for key identified audiences such as recurring donors.
- Demonstrates effective written and oral communications that engage internal and external audiences.
- Supports the Development Department in maintaining accurate database records.
- Educates self and department on appropriate fundraising practices under privacy laws (including HIPAA and HITECH).

Position Qualifications:

- Bachelor's degree required.
- Five years experience in an office environment required (preferably in development, corporate relations or healthcare).
- Three years fundraising experience required.
- Proficient with MS Office software, including Word, Excel, PowerPoint, Outlook and Access.
- Experience in Raiser's Edge and Raiser's Edge NXT preferred.