Title: **Philanthropy Coordinator**

**Job Status**: Full 38.75 hours per week

**Position Overview**

The **Philanthropy Coordinator** will report to the Executive Director and be responsible for the identification, cultivation, personal solicitation and stewardship of a portfolio of donors and prospects. Working with the Foundation team, an array of volunteers and clinical staff, the Philanthropy Coordinator will forge and foster relationships with key supporters.

**Major Responsibilities**

1. Major Gift program

2. Recognition and Stewardship program

3. Planned Giving program

4. Capital Campaigns

**Specific Duties**

 **MAJOR GIFT PROGRAM**

* Develop and execute strategies and tactics to identify, qualify, cultivate, solicit (preferably face to face), and steward gifts ($10,000 and up) from individuals, foundations, and small/medium businesses. This includes initiating contact with potential donors with a goal of soliciting and closing gifts within an appropriate timeframe.
* Actively manage a diverse portfolio of 100-125 major gift donors/prospects and develop strategic fundraising tactics to secure ongoing annual support, cultivate future major gifts, and identify planned giving potential and interest.
* Understand the needs, passions, and interests of major donors and prospects while being knowledgeable of legislation impacting charitable giving, personal assets, and estates.
* Use a strategic form of moves management to implement comprehensive, individual plans for identifying, assessing, qualifying, cultivating, soliciting and stewarding gifts from individuals, corporations, and foundations to meet fundraising goals
* Work with the Executive Director and selected volunteers in moving top prospects through the donor cycle. This could involve the preparation of strategies, briefing notes and proposals
* Work collaboratively and strategically with all members of the Foundation staff, fundraising volunteers, physicians and other hospital personnel to achieve goals
* Develop a thorough understanding of the redevelopment, research, educational, clinical and financial needs and goals for approved hospital fundraising projects
* Assist in other duties as required in furthering the goals of the Major Gifts team and the Foundation
* Manage and build relationships with AHS management and frontline staff in an effort to understand hospital needs and ongoing improvements
* Manage and maintain multiyear giving opportunities
* Act as the donr and broker point of contact for gifts of shares

**RECOGNITION AND STEWARDSHIP PROGRAM**

* Within their overall portfolio, maintain a stewardship portfolio, ensuring that donors receive personalized correspondence, reports and updates in a timely and professional manner.
* Lead, support and maintain the Foundation’s recognition program.
* Identify and implement opportunities for donor recognition, stewardship, and appreciation
* Identify opportunities to network with donors and prospects and engage members of the staff and board as appropriate to make the most of those opportunities
* Maintain consistent quality communications with donors in coordination with the Executive Director, other staff, and the Board

**PLANNED GIVING PROGRAM**

* Oversee the successful planning and execution of the Foundation’s planned giving program
* Ensure quality communication and engagement with donors
* Ensure specialized recognition and stewardship is maintained on a regular basis.
* Manage and build relationships with prospective donors and existing donors
* Contribute to the development and implementation of a comprehensive operational plan and budget.
* Develop cultivation strategies for prospects, engage staff, Board, or other organizational supporters as appropriate
* Plan and organize a community conversation with donors about planned giving.

**CAPITAL CAMPAIGNS**

* Help implement the campaign plan including special fundraising strategies, initiatives, and appeals to meet campaign goals;
* Ensure that proposals, solicitation materials, and other campaign materials are prepared and submitted in a timely and accurate fashion to campaign volunteers;
* Develop and organize an endowment and naming program.
* Help prep volunteers and staff for solicitation calls, including preparing donor packets;
* Encourage and support volunteers on a timely and ongoing basis;
* Create a standard prospect profile to be used when a volunteer is going out on a call;
* Schedule Campaign Steering Committee meetings;
* Develop and manage a campaign dashboard that tracks major campaign data
* Ensure ongoing communication with Campaign Steering Committee leadership and staff so that campaign updates and reporting are consistent, accurate, and timely; and
* Assist with specific fundraising and cultivation events as part of the phases of the Campaign

**ADMINISTRATION**

* Responsible for maintaining accurate and up to date records of donors, supporters and prospects in the database.
* Use the database independently.

***DATE REVISED: May 2024***