



## Intermountain Foundation® Primary Children's Hospital

### Job Description

The Intermountain Foundation is the philanthropic arm of Intermountain Healthcare. The Foundation consists of a Central office and five regional fundraising programs. The Major Gifts Officer spearheads the major gift strategy and related activities for an Intermountain Healthcare Region to generate revenue in the form of gifts over \$10,000. This position partners with senior administration and is responsible to develop, implement, and refine the strategic plan for major and planned gift revenue streams. The position needs to foster strong relationships and works closely with the Foundation Regional Chief Development Officer, Board of Trustees, community leaders, foundation staff, and volunteers.

### Essential Job Duties

The Major Gifts Officer is responsible for the development and implementation of strategies designed to identify, cultivate, and effectively solicit major gifts from high capacity donors to the Intermountain Foundation at a Region as follows:

- 1. Cultivates and solicits a portfolio of planned and major gift prospects for the Intermountain Healthcare Region. Meets performance objectives by maintaining a high level of development activity that results in funding and in the identification of new prospects for the priorities each year. Records all activity in the Raiser's Edge.
- 2. Prepares major gift proposals and ensures stewardship reports for donors and prospects in portfolio. Builds plans to involve appropriate senior leaders and board members in cultivating major gifts. Partners with the Regional Chief Development Officer to engage key stakeholders and committees
- 3. Maintains positive relationships with donors and prospects. Coordinates with the Foundation Relations Manager to appropriately steward and identify major donors, and to effectively utilize events as potential prospect pools and as relationship-building and stewardship opportunities.
- 4. Works closely with the Foundation RegionOffice and Regional Chief Development Officers on coordinated approaches to shared donors and prospects.
- 5. May supervise a full-time Foundation Associate, whose position supports the Major Gift and Annual Fund efforts.
- 6. Adheres to metrics to demonstrate success and identify areas for improvement. Sets, documents, and meets annual goals. Analyzes Major Gift program performance and reports results for senior management review.
- 7. Maintains awareness of changes in philanthropy and best practices in major gift and planned giving.
- 8. Stays current on local hospital and system-level activities, events, and achievements, seeking creative opportunities for donor and prospect engagement.

- 9. Understands privacy and confidentiality best practices and HIPPA compliance to ensure the protection of donor information, including permitted PHI.
- 10. Understands the role of the Foundation in the overall strategic plan of Intermountain to raise funds that support Intermountain's mission: Helping People Live the Healthiest Lives Possible.

### Posting Specifics

- Entry Rate: Competitive salary Based on Experience
- Benefits Eligible: Yes
- Shift Details: Monday - Friday
- Department: Foundation Administration - Major Gifts
- Additional Details: We have a Full Time - 40 hour a week Major Gifts Officer position open located at Primary Children's Hospital

### Minimum Requirements

- Bachelor's degree in an applicable field such as non-profit management, public administration, corporate social responsibility, communications, business, finance, social work, or community development. Degree must be obtained through an accredited institution. Education is verified.
- Five years of professional major gift fundraising experience, two of which may have been in sales with increasing levels of responsibility and demonstrated success.
- Demonstrated ability to interact with the public in a wide variety of settings.
- Two years of management experience including working with budgets and employees at various levels of the organization.
- Demonstrated ability to develop strong relationships with all constituencies including donors, senior leaders, direct reports, employees, volunteers, board members, and community and business leaders.
- Management and leadership skills with demonstrated detail orientation, timeliness, and ability to work under pressure, while managing multiple projects at once, working independently and providing key informational updates to leadership with the ability to synthesize and communicate data, trends, and sensitive information.
- Demonstrated advanced writing skills that produce clear, accurate, and detailed communications.
- Experience with a donor database.
- Demonstrated strong analytic and creative skills.
- Demonstrated ability to work independently with minimal supervision while balancing the need to provide key information and updates to leadership.

### Physical Requirements

- Interact with others requiring the employee to communicate information.
- Operate computers and other office equipment requiring the ability to move fingers and hands.
- See and read computer monitors and documents.
- Remain sitting or standing for long periods of time to perform work on a computer, telephone, or other equipment.

## **Preferred Requirements**

- Master's Degree in an applicable field. Education is be verified.
- Experience fundraising in a healthcare environment
- Fundraising certification.
- Experience in supervising teams that are geographically spread out.
- Experience in a complex matrix organization.
- Experience with grateful patient and physician engagement giving programs.

## **Please Note**

All positions subject to close without notice. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.