

<b>Job Description</b>	
Job Code	00199322
Title	Director of Philanthropy - Major/Campaign Gifts

<b>Job Details</b>	
Job Summary	Serves as the primary Foundation development staff responsible for growing and maintaining a comprehensive major gifts program focused on attracting gifts in excess of \$10,000 (or the defined major gift threshold). The director builds strong relationships with major giving donors and prospects and actively develops a major giving pipeline of larger gifts and increased revenue.
Job Responsibility 1	Researches and manages a full portfolio of major donors and prospects. Oversees and develops written cultivation, solicitation and stewardship plans, utilizing a moves management approach to engage prospects and donors.
Job Responsibility 2	Devotes at least 60 percent of an annual work year's hours to direct and conduct 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 on CRM.
Job Responsibility 3	Develops, implements, and sustains program that engages and involves Foundation trustees, volunteers and staff in major gift planning, cultivation, solicitations and gift stewardship.
Job Responsibility 4	Works with the Chief Philanthropy Officer and 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.

*The job summary and responsibilities listed above are designed to indicate the general nature of the work performed within this job. They are not designed to contain or be interpreted as a comprehensive inventory of all job responsibilities required of employees assigned to this job. Employees may be required to perform other duties as assigned.*

<b>Competencies</b>	
Core Competency	Details
Organizational Savvy and Politics	Knowledge of organizational politics and political tactics; ability to effectively navigate formal and informal communication and decision-making channels.
Managing People, Projects and/or Tasks	Manages collaboratively and coaches others to achieve optimal performance; delegates effectively; praises/rewards contributions; defines clear roles and responsibilities; sets goals and leads initiatives; adjusts plans as necessary.

<b>Competencies</b>	
<b>Core Competency</b>	<b>Details</b>
Patient/Customer Focus	Ensuring that the patient/customer perspective is a driving force behind our actions and business decisions; crafting and implementing service practices that meet patients'/customers' and own organization's needs. (Focus also includes internal and external customers.)
Empowerment and Delegation	Sharing authority and responsibility with others to move decision making and accountability downward through the organization enabling individuals to stretch their capabilities and accomplish the business unit's strategic priorities.
Building Trust	Interacting with others in a way that gives them confidence in one's intentions and those of the organization.
Leading Through Mission, Vision & Values	Keeping the organization's mission, vision and values at the forefront of associate decision making and action.
Technical Competence	Demonstrates breadth and/or depth of professional/technical skills and capabilities required for position; shares knowledge; sets or contributes to the Company's direction within area of expertise.
Building Partnerships & Teamwork	Identifying opportunities and taking action to build strategic relationships between one's area and other areas, teams, department, units or organizations to help achieve business goals. Resolves issues and problems, and makes a significant contribution to team efforts.
Program Management (M0260)	Knowledge of the policies and techniques to manage a set of related projects within a program; ability to plan, organize, monitor, and control the set of projects, ensuring efficient utilization of technical and administrative resources, to achieve program objectives.
Conflict Management	Understanding of how to anticipate, recognize, and deal effectively with existing or potential conflicts at the individual, group, or situation level; ability to apply this understanding appropriately to diverse situations.

<b>Functional Competency</b>	<b>Details</b>
Planning: Tactical, Strategic	Knowledge of effective planning techniques and ability to contribute to operational (short term), tactical (1-2 years) and strategic (3-5 years) planning in support of the overall business plan.
Communicating for Impact	Knowledge of the concepts, tools and techniques for effective listening and communicating; ability to apply these theories to receive, transmit and accurately interpret information and ideas to influence others in various situations.
Partnering for Clients' Success	Knowledge of and insight into clients' key objectives and ability to work and think alongside clients to achieve clients' current and future aspirations and successes.
Vendor/Supplier Management	Knowledge of external provider management processes and ability to effectively manage the business relationship with external providers

Functional Competency	Details
	(e.g. vendors, service providers, contractors, consultants and suppliers).
Budgeting	Knowledge of organization's budget process and ability to apply policies and practices for planning and administering a budget.

<b>Minimum Qualification</b>	
Experience	Minimum five (5) years of not-for-profit fundraising and development experience. In addition three (3) to five (5) years' direct work experience as a fundraising professional with a major gift portfolio.
Education	Bachelor's degree in a related field or a combination of education and/or additional job-related experience may be substituted in lieu of the degree.
Licensure	None-specified
Special Skills	None specified.
Training	None specified.

### **Compliance Statement**

Incumbents in this position shall comply with all applicable laws and rules including the Dignity Health Standards of Conduct and Dignity Health policies and procedures that apply to his/her job responsibilities, seek guidance when in doubt, promptly report any potential or suspected violation of Dignity Health Standards of Conduct, Dignity Health policy or procedure or applicable laws/regulations and when requested, assist Dignity Health personnel in investigating all allegations of violation. When called upon, the incumbent shall assist in risk evaluation and work collaboratively with facility/entity leaders to implement, monitor and mitigate risk corrective plans outlined by the Compliance program.

### **Summary of Essential Cognitive Functions**

Ability to comprehend and follow instructions; maintain attention and concentration for necessary periods; synthesize, coordinate, and analyze data, perform simple and repetitive tasks; maintain a work pace appropriate to given work load; perform complex and varied tasks; relate to other people beyond giving and receiving instructions; get along with co-workers and peers; understand the meaning of words and how to use them appropriately and effectively; understand and remember detailed instructions; make independent decisions or exercise judgment based on appropriate information; accept and carry out responsibility for direction, control and planning.

## Physical Requirements

### I. Physical Demand Level: **Sedentary**

							
<b>Sitting</b>	<b>Walking</b>	<b>Standing</b>	<b>Neck Bending</b>	<b>Waist Bending</b>	<b>Squatting</b>	<b>Climbing</b>	<b>Kneeling</b>
<b>Frequently</b>	<b>Occasionally</b>	<b>Occasionally</b>	<b>Occasionally</b>	<b>Occasionally</b>	<b>Occasionally</b>	<b>Occasionally</b>	<b>Occasionally</b>
							
<b>Crawling</b>	<b>Neck Twisting</b>	<b>Waist Twisting</b>	<b>Simple Grasping</b>	<b>Power Grasping</b>	<b>Fine Manipulation</b>	<b>Reaching Above</b>	<b>Reaching at or Below shoulder</b>
<b>Occasionally</b>	<b>Occasionally</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Occasionally</b>	<b>Occasionally</b>

### II. Exertion Requirements: **Sedentary**

Activity	Load/Weight/Force	Duration
Pushing	A negligible amount of force to initiate and/or maintain	Frequently
Pushing	Up to 10 lbs. of force to initiate and/or maintain	Occasionally
Pulling	A negligible amount of force to initiate and/or maintain	Frequently
Pulling	Up to 10 lbs. of force to initiate and/or maintain	Occasionally
Lifting	A negligible amount of force to initiate and/or maintain	Frequently
Lifting	Up to 10 lbs.	Occasionally
Carrying	A negligible amount of force to initiate and/or maintain	Frequently
Carrying	Up to 10 lbs.	Occasionally

### III. Sensory Requirements: **Sedentary**

Activity	Requirement
Hearing	Corrected to detect a minimum amplitude of 65 dB(A) for normal speaking voice at a distance of three feet.
Vision	Corrected to 20/40
Color Discrimination	n/a
Taste	n/a
Smell	n/a
Talk	Talking with a normal voice approximates to sound pressure level 65 dB(A)

**References:**

Occupational Safety and Health Administration (OHSA)  
 National Institute for Occupational Safety and Health (NIOSH)  
 US Department of Labor Dictionary of Occupational Titles (DOT)