



JOB DESCRIPTION

DIRECTOR OF MAJOR AND LEGACY GIFTS
SAINT FRANCIS FOUNDATION

SAN FRANCISCO, CA

COOK SILVERMAN SEARCH
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Greenbrae, CA 94904

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ABOUT SAINT FRANCIS FOUNDATION

Founded in 1979, the Saint Francis Foundation is a San Francisco-based non-profit organization entrusted to provide philanthropic support to Saint Francis Memorial Hospital and the community the hospital serves. Through the legacy and continuing generosity of caring and compassionate donors, the Foundation is responsible for shepherding funds, reviewing and distributing grants with the goal of fostering outstanding health services to the local community.

Since its establishment in 1905, Saint Francis Memorial Hospital has stood on the slopes of Nob Hill as pillar of strength and compassion for the community. Enduring two world wars and two earthquakes, the Hospital continues to contend with the economic forces affecting health care delivery and costs. The partnership between the Foundation and the Hospital is a critical path to help meet the challenges of the current environment and ensure that the vision of a community hospital, named for the City's patron saint, is allowed to flourish.

The Foundation and the Hospital work in coordination to deliver compassionate, high quality health services, while serving and advocating for our sisters and brothers who are poor and disenfranchised. The partnership extends to our neighbors in the surrounding community, to strive to improve their quality of life and thus their health.

For more information, please visit www.saintfrancisfoundation.org.

POSITION OVERVIEW

The Director of Major and Legacy Gifts is responsible for the growth and maintenance of the individual major and legacy gifts program. The Director is responsible for managing a portfolio of donors and prospects capable of giving \$10,000 or more annually. Working with the President and members of the Board of Directors, the Director will cultivate, solicit and steward major and legacy gifts for the organization.

REPORTING RELATIONSHIPS

Position reports to the President. The Director of Major and Legacy Gifts has no direct reports at this time.

PRIMARY RESPONSIBILITIES

- Working with the President and members of the Board of Directors, maintain and grow a portfolio of 150 donors and prospects capable of giving \$10,000 or more annually, including individual and family foundations.
- Identify, cultivate, solicit and steward individual major and legacy gifts.
- Maintain and grow the foundation's active legacy giving society, the Legacy Circle of Caring.
- Support Board members and President with their major and legacy donor responsibilities, including crafting strategies for solicitations and accompanying them on solicitation calls as appropriate.
- Develop and implement cultivation and stewardship events as appropriate for major gifts and legacy gifts prospects and donors.
- Write and produce fundraising collateral as needed for solicitations.
- Participate in trade association conferences and trainings to remain abreast of best practices.
- Travel to various locations in the San Francisco Bay Area to cultivate and solicit donors and prospects.

- Participate as member of the Development team in planning and implementing fundraising and financial development goals and strategies.
- Create and present reports to staff, management, and Board of Directors, as directed.

QUALIFICATIONS

- Strong demonstrated experience managing and growing a major gifts portfolio
- Knowledge of planned giving vehicles and demonstrated experience running a legacy giving program
- Minimum five to seven years progressively challenging and demonstrated successful experience in major gifts and legacy giving fundraising with a focus on personal solicitation
- Bachelor's degree required, advanced degree or fundraising certification preferred (CFRE, CSPG, CFP, etc.)
- High level of discretion and integrity
- Strong organizational skills with ability to prioritize and handle multiple projects simultaneously
- Excellent verbal and written communications skills, engaging interpersonal skills, high energy, and personal initiative
- Demonstrated proficiency in Microsoft Office Suite and Google Suite (Word, Excel, PowerPoint, Google Docs etc.),
- Blackbaud proficiency preferred, wealth screening tools such as iWave knowledge, helpful
- Budget management experience
- Willingness and ability to travel throughout the San Francisco Bay Area
- Commitment to the mission of Saint Francis Foundation

TO APPLY

To apply for this position, or for additional information on the opportunity, please visit www.cooksilverman.com/openings, or send a copy of your resume with a cover letter to Victoria Silverman at apply@cooksilverman.com.

All applications and inquiries will receive a response and be kept strictly confidential.

The Saint Francis Foundation is an Equal Opportunity Employer.