

TORRANCE MEMORIAL MEDICAL CENTER

JOB DESCRIPTION

Department: **Foundation**

Position: **Development Officer**

POSITION PURPOSE:

This position works independently to identify prospects, cultivate, solicit and steward donors at all levels. *New prospects* might be identified from his/her circle of contacts as well as reaching out to new grateful patients. This position manages Foundation annual giving programs, oversees volunteers, events and committees. This position assists with the Patrons Program scheduling and stewardship. The overall goal of this work is to advance the mission of the hospital to increase philanthropic support for Torrance Memorial Medical Center using fundraising strategies.

REPORTING RELATIONSHIPS:

This person reports to the Executive Vice President of the Foundation and has no supervisory responsibilities.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Independently identifies, cultivates and develops relationships with donor prospects and current annual giving donors. The purpose is to solicit and close gifts to support the Torrance Memorial Foundation.
2. Manages the Young Physicians and Professionals Alliance (YPPA) and Employee Ambassadors annual giving support groups including membership recruitment, fundraising events and committee meetings. Recruits, educates and motivates committee members in soliciting donations.
3. Stewardship and support of our volunteer group, Las Amigas and the Holiday Festival volunteers.
4. Updates donor notes and adds information into the donor database, Raiser's Edge.
5. Gives presentations on the medical center's mission and master plan as it relates to fundraising.
6. Works all Torrance Memorial Foundation events and attends occasional local community events making sure donors are taken care of. Encourages friends and new donors to

participate as well.

7. Attends and participates in Foundation team meetings and Management Committee meetings for Torrance Memorial Medical Center.
8. Manages volunteer and entertainment recruitment for Holiday Festival and coordinates the entertainment schedule during public hours.
9. Supports the Patrons Program Manager with Patrons appointments, maintains confidentiality and communicates in an efficient and timely manner. Facilitates processes with other departments ensuring excellent service for Patrons.
10. At the discretion of the Executive Vice President, attends continuing education classes and seminars to enhance fundraising skills.
11. Represents Torrance Memorial Foundation in the highest of professional standards.
12. Ensures privacy and confidentiality rules are followed in accordance with Torrance Memorial Medical Center, State, Federal and HIPAA regulations.
13. Performs other duties as required or requested.

INTERPERSONAL RELATIONSHIPS:

Works with various hospital departments, physicians, executive staff, donors and vendors.

WORK ENVIRONMENT/HAZARDS:

Office environment. Extensive use of computers.

POSITION QUALIFICATIONS:

- Bachelors' degree in related field and/or equivalent 3-5 years experience in fundraising.

Click [here](#) for more information and to apply.