

# Job Description Report

REPORT GENERATED: OCTOBER 24, 2022, 2:49 PM

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## Philanthropy Officer #78803

### JOB SUMMARY

**Identifies prospects, establishes rapport, engages and secures affinity for mission. Helps cultivate and stewards donors of annual and major gifts for priority projects approved by Ministry administration and within policies prescribed by the Foundation.**

**Function: Market Outreach**

**Family: Philanthropy**

**Level: Analyst**

**FLSA: Exempt**

**Salary Range: \$66K-\$102K**

### JOB REQUIREMENTS

#### Minimum Education

**Associate's/ Technical Degree or equivalent combination of education/related experience: Required**

**Bachelor's Degree: Preferred**

#### Minimum Work Experience

**Three years' fundraising experience: Preferred**

**Volunteer recruitment experience: Preferred**

#### Required Licenses

##### **Other**

**Refer to the Required Licenses and Certifications list for additional job and/or unit specific requirements.**

#### Required Skills

**Refer to Job Analysis #05A for details regarding additional ability requirements.**

### ORGANIZATIONAL EXPECTATIONS

**Adheres to the Adventist Health Mission, Vision and Values statements. Complies with behavioral standards, policies, procedures and handbooks established by the organization and their respective ministries. Abides by the guiding principles of the Code of Conduct.**

### ESSENTIAL FUNCTIONS

**Develops and manages a portfolio of prospects to cultivate, link to approved projects, move to the request stage and close the gift. Stewards the donor once a gift or pledge has been made.**

**Identifies, cultivates and solicits cash and in-kind sponsorships from individual donors, businesses and corporations in coordination with other Foundation staff and event committee volunteers. Manages the annual employee donations campaign.**

**Coordinates fundraising events. Negotiates and maintains contacts with producers and key vendors to carry out designated event responsibilities.**

**Collaborates with volunteers, Board members, physicians and corporate and Foundation leadership in the developing, solicitation and recognition process for major gift donors.**

**Interacts with key community groups to inform of Ministry services and philanthropic needs.**

**Performs other job-related duties as assigned.**

**To apply: <https://careers.adventisthealth.org/jobs/philanthropy-officer-57089>**

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