

Healthy Peninsula Seeks Philanthropy Officer - Major Gifts

Part-time experienced fundraising position with primary focus on major gift work, and secondary focus on other initiatives identified by management.

Duties and Responsibilities

1. Provide leadership for ongoing major gift initiatives.
2. Achieve realistic and quantifiable goals based on mutually agreed upon fundraising targets that will be the primary performance standards used to measure fundraising success.
3. Identify new prospects for major gifts and other priority projects and programs.
4. Manage a portfolio of approximately 25 prospective donors, each with the giving potential of \$5,000 or more.
5. Collaboratively set goals for the number of substantive donor visits; solicitations to be completed; and funds to be raised each year.
6. Provide updates to HP development committee.
7. Oversee the development of case materials and proposal communications materials needed for major gift fundraising.
8. Work closely with the HP Community Relations committee to ensure a coordinated message and communications, both internally and externally.

Qualifications

1. Bachelor's degree preferred in communications, organization management, health or business.
2. A minimum of five years of dedicated fundraising experience.
3. Demonstrated ability to manage a portfolio of donors and donor prospects.
4. Documented outcomes resulting from personal, one-on-one solicitations for contributions.
5. Ability to work independently within defined goals and standards.
6. A strong work ethic coupled with an enthusiastic and passionate approach to one's work
7. Strong verbal and written skills, well organized, self-directed with ability to meet deadlines.
8. Achievement oriented, a good team player, and a successful team builder

9. Ability to work in a dynamic environment and good at developing relationships both internally and externally with the various constituencies

10. Enjoy working with people and advancing the mission of community health fundraising.

11. Flexible work schedule to include weekends and evenings.

12. Valid driver's license

13. A working knowledge of marketing and public relations is a plus

Equal Opportunity

We are an equal opportunity, affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, disability status, gender, sexual orientation, ancestry, protected veteran status, national origin, genetic information or any other legally protected status.