



JOB DESCRIPTION - DRAFT

TITLE: **DIRECTOR OF CORPORATE AND FOUNDATION RELATIONS
ST. MARGARET FOUNDATION**

REPORTS TO: Sr. Director of Development, St. Margaret Foundation

DIRECT REPORTS: None

JOB SUMMARY: Serve as a key member of the Foundation fundraising team. Help to serve as an external face and voice for the hospital and Foundation to the community. Make the hospital an important part of conversations in the community. Responsible for assisting in the development of a strategy and attainment of goals/objectives related to all development/fundraising programs initiatives for the Foundation. Directly responsible for creating and managing a comprehensive fundraising program for corporate and foundation prospects/donors.

JOB RESPONSIBILITIES:

% Time	Duties	Know-How/Required Skills
80 %	<ul style="list-style-type: none"> • Move a pool of prospects through the gift cycle including identification, qualification, cultivation, solicitation, closure, and stewardship. • Conceptualize, write, and edit corporate and foundation proposals. • Maintain inventory of all externally submitted proposals. • Develop appropriate strategies for corporate and foundation support. 	<ul style="list-style-type: none"> • Excellent communication skills • Ability to match the goals of St. Margaret Foundation with the corporations' and foundations' interests • Ability to initiate and close prospect asks • Excellent writing skills • Ability to state the case for support to a variety of audiences • Ability to work with supervisor and Executive Director to identify funding needs • Demonstrated knowledge of St. Margaret Foundation's priorities
10%	<ul style="list-style-type: none"> • Engage and encourage staff and volunteers in the corporate and 	<ul style="list-style-type: none"> • Demonstrated leadership ability • Ability to motivate volunteers to assist

DIRECTOR OF ANNUAL GIVING JOB DESCRIPTION

	foundation prospect identification and cultivation process. <ul style="list-style-type: none"> • Serve as coordinator of Corporate Development Committees. 	in the cultivation and solicitation process.
5%	<ul style="list-style-type: none"> • Attend corporate, foundation, and community forums in the local and regional area on behalf of the Foundation • Promote the Foundation, locally and nationally • Create opportunities for engagement for Foundation corporate and foundation programs 	<ul style="list-style-type: none"> • Excellent relationship-building and communication skills
5%	<ul style="list-style-type: none"> • Participate in St. Margaret Foundation (and related) activities as required • Perform other duties as assigned 	<ul style="list-style-type: none"> • Ability to work as an integral team member.

Working Relationships

Contact	Reason for Contact	Frequency of Contact
Senior Director of Development	Strategy, contacts, prospects, information, reporting	Daily
Executive Director	Strategy, contacts, prospects, information	Weekly or as needed
Staff and Volunteers	Data entry and other assignments	As needed
Board of Directors	Contacts, prospects, information	As needed
Corporate and Foundation Prospects	Movement through gift cycle	Daily

Decision-Making

- Prioritizes and determines which prospects are in the prospect pool for the corporate and foundation relations program
- Determines which corporations and foundations are in the Top 10 Prospects pool
- Determines the best strategies for moving prospects through the gift cycle
- Determines how best to use the budget resources available to move prospects toward gifts to St. Margaret Foundation
- Determines who to engage when soliciting prospects and when to engage volunteers, including board members

Problem-Solving

Typical Challenge	Approach/Solution
Increase corporate and foundation support to St. Margaret Foundation.	Use knowledge of fundraising and knowledge of corporations and foundations.
Raise money for a specific initiative.	<ul style="list-style-type: none"> • Work with team to identify needs. • Match needs with an interested donor who has the same interests. • Cultivate and solicit the donor.
Write a proposal that influences the prospective corporation or foundation to donate to the university.	<ul style="list-style-type: none"> • Research the prospective donor. • Prepare a case for support to match prospective donor’s interests with St. Margaret Foundation’s needs.
Determine how to best develop a quality prospect pool of corporate and foundation prospects.	<ul style="list-style-type: none"> • Review past history of giving to St. Margaret Foundation by corporate and foundation donors. • Use knowledge of fundraising to add new name to pool.

General

- Serve as an ambassador for the mission, values and goals of St. Margaret Foundation. Work to support the Foundation services and work as a whole.
- Communicate with Staff and Board of Directors as necessary. Interact appropriately with variety of personnel – internal & external – clients/patients, families and caregivers, agencies, physicians, hospital and foundation staff.
- Maintain knowledge and understanding of Foundation policies, procedures and services.
- All other duties as assigned by the Executive Director.

Knowledge, Education & Experience Requirements:

- Bachelor's degree required
- Minimum of 10 years experience in the field of nonprofit development,
- Undergraduate degree required; master's degree in related field preferred. Prefer education in business, development or non-profit management.
- Minimum of five years of development experience, preferably working with corporations and Foundations
- Ability to write letters, articles, and program descriptions for all Foundation internal and external correspondence and mailings.
- Proficient with the computer and Microsoft Office package. Working knowledge of the overall use and reporting capabilities of Foundation-related programs including Results/PLUS, QuikbooksPro and the Grants management software program.
- Proven ability of establishing community based partnerships and managing organizational relationships.
- Possesses ability to analyze all available data to make appropriate recommendations related to proposed and existing programs.
- Ability to determine timing and amount of solicitations.
- Sophisticated, experienced and professional demeanor.

Required Organizational Competencies:

Organizational Competencies (descriptions provided on UPMC performance evaluation form)

1. Accountability
2. Communications
3. Customer Service
4. Flexibility
5. Judgment/Decision Making
6. Initiative
7. Teamwork
8. Quality/Process Improvement

Leadership Competencies (for those in management roles, in addition to ones above)

9. Decisiveness
10. Leadership
11. Setting a Development Climate
12. Systems Thinking
13. Timely Employee Performance Evaluations

Other (not in the UPMC evaluation)

14. Computers -- Develop and maintain computer proficiency with all applicable Foundation software programs
15. Analytical – Able to look at big picture and sees connections between components, contacts, and pieces of information. Analyzes and synthesizes information appropriately.

Travel Requirements:

Ability to travel frequently/daily for meetings with potential donors, grantmakers, non-profit organizations, community & civic leaders, etc. Generally travel will be within the region around St. Margaret Hospital up to 50 mile radius. Some long-distance travel may be required occasionally.

Work Hours/Status:

Full-time, Exempt. Weekdays normally. Weekends or evenings depending on Foundation activities and the need to be available for cultivating relationships with donors and community partners.

Physical Requirements:

- Willing & able to work at a computer for extended periods.
- Occasional lifting up to 25 pounds – file boxes, etc.
- Willing and able to travel via automobile and /or all methods of public transportation to meet with donors, grantmakers, media, community & civic leaders, etc.

Applicants can submit their resumes by visiting www.upmc.edu and clicking on Careers at UPMC on the upper right-hand tool bar. (Note: The position is listed under UPMC St. Margaret)

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