



Job Description

Objective: Responsible for assisting the president of the Foundation in executing fund-raising activities and events targeting corporate giving and individual donors via direct mail appeals and other strategies to support The Center for Hospice & Palliative Care and its affiliates. Performs other duties as required.

Essential Duties and Responsibilities:

- 1) Directs the Foundation's Corporate and Business Relations as it relates to special event sponsorships, corporate giving, cultivation and stewardship of corporate donors. Aggressively pursues strategies to recruit new corporate partnerships that will lead to enhanced giving and corporate support.
- 2) Works together with Director of Development to help coordinate aspects of the Hospice Foundation's Direct Mail program (i.e., and Annual Appeal (Spring and Fall Appeals) and to coordinate solicitation asks and cultivation of identified appropriate donors. Oversees and coordinates all aspects of the Employee Giving Campaign and Lapsed Donor September Appeal with an emphasis on growth. Develop strategies for cultivating and upgrading donors through moves management. Targets donors with potential for growth in philanthropy and long term commitment to hospice.
- 3) Assists as needed with the Foundation's Light-A-Life Tree program including promotional strategies, sponsorships, and preparation of print materials, direct mail solicitations, online marketing, donor communication.
- 4) Oversees Memorial Brick Walkway Program, including promotion, sales, permanent recognition, donor cultivation and assist with related dedication ceremonies.
- 5) Promotes other special temporarily restricted giving opportunities (Capital Fund, Volunteer Department, Camp Blue Skies, Hospice Angel Fund, Essential Care for Children, Expressive Therapies, Bereavement, Green Fund, Research and Education and Charity Care).
- 6) Assists President and Director of Development with the advancement of the Foundation's donor cultivation strategies.
- 7) Provides primary oversight of the Foundation's Signature Society targeting top donors to the Foundation's Annual Fund drive. Responsibilities include recruitment and cultivation of Signature Society membership, communication, strategizing with volunteer chairs, incorporating board support, as well as planning and execution of all related events and activities.
- 8) Develops proposals for corporate donors and businesses to support the needs of various CHPC programs and services.
- 9) Responsible for cultivating and stewarding Foundation donors and volunteers at the \$500-999 level and moving them up to the Klosterman Society \$1,000+ donors.

- 10) Assists events team with third party groups and organizations.
- 11) Recruits new external partners as it relates to opportunities for fundraising and marketing promotions.
- 12) Prepares articles for the organizations various print and online newsletter publications (e.g., Hospice Journeys, In Touch, Hospice Happenings, Dove Notes and Annual Report as well as external publications as necessary.
- 13) Assists President and Director of Development with board relations relative to Annual Fund and corporate sponsorship efforts.
- 14) Works with teams and other departments to promote the work of the Hospice Foundation (team meeting visits etc.) in conjunction with the Director of Development.

Non-Essential Duties and Responsibilities:

- Expected to perform additional duties.
- Work effectively with other members of the Foundation department and with CHPC's Marketing Department to support the Foundation's activities including but not limited to CHPC's web and social media platforms, publications, advertising, and special event media sponsorship.
- Maintain relationship with volunteer department staff and other CHPC staff as needed.
- Assists Events team on special events and promotions as needed.
- Participate in The Center for Hospice & Palliative Care Speakers Bureau as a Hospice Foundation representative.

Qualifications:

- Education / Certification - Bachelor's Degree
- Experience - At least 3 years' experience in development for a non-profit organization.
- **Values/Success Factors**
 - **Excellence** Demonstrates the highest quality of work.
 - **Compassion** Treats internal and external customers with empathy and respect.
 - **Service** Attends to the needs and best interests of internal and external customers.
 - **Teamwork** Supports effective collaboration and communication in achieving common goals (CHPC).
 - **Innovation** Offers suggestions for improvement and accepts creative ideas and concepts.
 - **Integrity** Maintains ethical, moral and operational standards and adheres to corporate compliance standards as defined in the Corporate Compliance Plan.
- **Skills / Abilities**
 - Experience working with fundraising management software.
 - Possess critical thinking skills, proficiency in organizing resources and establishing priorities and strong interpersonal and communication skills.
 - Ability to plan and meet both short and long term goals.
 - Working knowledge of Microsoft Office applications such as Word, Excel, Powerpoint, and Outlook .
 - Excellent oral and written communication skills.
 - Excellent analytical and decision making skills.

- The ability and eagerness to promote a team environment by working in a cooperative and collegial manner with others to accomplish organizational goals and objectives.
- Must be able to handle diverse work problems on a daily basis with the ability to resolve problems and handle conflict as part of a team.

Physical Demands:

- Position requires sitting, standing, bending and reaching along with a normal range of hearing and vision. Must be able to operate standard office machines such as computer, telephone, adding machine, copier, fax machine, etc.

Environmental Conditions:

- Typical office setting. May be called upon to work beyond the normal workday. May experience eye and repetitive motion strain from work on computer.

Hospice Foundation of Western New York

To apply, go to <https://hospicebuffalojobs.applicantpro.com/jobs/760698.html>