

**Position Title:** Vice President  
**Organization:** Children's Hospital of Buffalo Foundation  
**AFP-WNY Post Date:** 3/9/2018

**Position Summary:** The Vice President of the Children's Hospital of Buffalo Foundation is responsible for the strategic leadership and operational management necessary to achieve the goals of Oishei Children's Hospital. The Vice President oversees all fundraising initiatives to maximize the fundraising revenue in support of the foundation. The Vice President is responsible for staff and program development. Areas of emphasis may also include other assignments as directed by the President & CEO of Kaleida Health.

**Key Accountabilities:**

- Inform, update and facilitate the knowledge and work of the Foundation to the CEO of Kaleida Health, and the administrations of Oishei Children's Hospital and Kaleida Health.
- Develop and coordinate a Master Plan, with Foundation staff, for all fundraising activities of the Foundation in conjunction with the capital, program and expansion needs of Oishei Children's Hospital.
- Assesses the information system capabilities and staffing requirements to ensure uniformity in identifying, tracking, reporting and stewardship of donors.
- Along with Kaleida Health Administration and Oishei Children's Hospital Administration, serves as representative and advocate in the community.
- Strengthens and promotes the public image, mission, philosophy and values of the Oishei Children's Hospital with public and private agencies, individuals, corporations and foundations to define the role philanthropy plays in supporting research, and healthcare programs.
- Develops a caseload of active major gifts prospects and then sets and carries out strategies for solicitation of prospects.
- Responsible for a set-goal annually of revenue production as supported in the strategic funding plan of Oishei Children's Hospital.
- Supervise recognition of donors.
- Coordinate fundraising activities with Public Relations.
- Serve as a contact, along with Oishei Children's Hospital Executives, for business, industry, foundation and community groups for fundraising as well as community relations for the Foundation.
- Work with Kaleida Health representatives to evaluate grant opportunities from both public and private foundations and government funding.
- Assist the Kaleida Health President & CEO and Hospital Presidents on other projects as needed.

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**Key Interfaces:**

**Internal:** Employees, Finance Dept., Information Services and Technology Dept., Communications, Public Relations, Donors, Physicians and Board Members, Oishei Children's Hospital executive team and Kaleida Health Administrative team.

**External:** Donors, Business Leaders, Financial Institutions, Vendors, Board(s) Members, Elected Officials.

**Minimum Requirements:**

- Undergraduate degree in related field.
- Prior management experience preferably in fundraising environment.
- Demonstrated ability to develop and coordinate successful fundraising events.
- Ability to develop committed donor network.
- Leadership role within Volunteer and Fundraising experience.
- Leadership and values-based competencies to include an immediate credibility as a leader with presence, reflecting professional expertise, poise and understated self-confidence.

For immediate confidential consideration please forward a resume/cv to [sscheffler@kaleidahealth.org](mailto:sscheffler@kaleidahealth.org) OR apply online [www.kaleidacareers.com](http://www.kaleidacareers.com)

