



## Presbyterian Medical Center Foundation

### *Position Announcement*

### **Philanthropy Manager**

#### **Novant Health Foundation**

Charlotte, North Carolina

#### **Reports To**

Chief Philanthropy Officer

#### **Organization Profile**

Novant Health Foundation's philanthropic efforts inspire giving that supports programs and initiatives having direct patient impact. Novant Health's network consists of more than 1,500 physicians and over 26,000 team members who provide care at over 470 locations, including 14 medical centers and hundreds of outpatient facilities and physician clinics.

Headquartered in Winston-Salem, North Carolina, the health system cares for more than 4.4 million patients annually in North Carolina, South Carolina and Georgia.

The Novant Health regional foundations focus on the critical needs in six areas:

- Health Equity
- Women & Children
- Cancer
- Heart & vascular

- Stroke & neurosciences
- Research & education

Through the generous support of individuals, families, companies and grant-making institutions, the Foundation supports Novant Health in its mission to improve the health of our communities, one person at a time.



## Position Summary

The Philanthropy Manager (PM) is responsible for assisting in the development and execution of the comprehensive fundraising plan for the Novant Health Presbyterian Medical Center (PMC) Foundation for the Greater Charlotte Market. This includes supporting any major gift initiatives, including, but not limited to campaigns and planned giving. This position is primarily responsible for building the major gift pipeline through active management and development of major gift donors for the Novant Health Foundation in the Charlotte Market. As an active and visible member of the Charlotte community, the PM will initiate, build and foster key relationships with physicians, grateful patients/families, community members, business leaders and other constituents. The ideal PM will be a self-starter, driven by success, entrepreneurial in spirit, resilient, resourceful and collaborative. As a member of the Foundation team, the PM will work closely with prospect research to build a strong major gift portfolio through data-driven identification and thoughtful qualification; they will use their professional skills and experience to effectively identify, cultivate, solicit, and steward major gift opportunities. As a representative of Novant Health, the PM will attend community and foundation events to advance the mission of

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the health system and strengthen overall donor relations. The PM will engage volunteers and utilize them appropriately in executing fundraising strategies. Building a sustainable portfolio, implementing moves management and maintaining a donor pipeline will be key responsibilities of the Philanthropy Manager's day to day activities.

The PM will focus on cultivating donors and prospects with an annual capacity greater than \$25,000 and will solicit gifts of \$25,000 or greater for assigned programs. The PM will be responsible for implementing moves management and gift strategies designed to move donors through the various stages of the giving continuum and increasing portfolio quality by identifying, cultivating and progressing new donors. Additionally, responsibilities may include management of specific Foundation programs and projects and serving as a Foundation liaison to a specific medical center within the market.

### **Specific Responsibilities**

**Process:** Building the major gift pipeline through active management and development of major donors for the Novant Health Presbyterian Medical Center Foundation in the Greater Charlotte area. Cultivate donors and prospects with an annual capacity greater than \$25,000. Qualify prospective donors for the pipeline to achieve and sustain major philanthropic support for the Foundation. Solicit gifts of \$25,000 or greater for assigned programs. Establish and execute individual strategies for a portfolio of a minimum of 75 prospects and donors. Meet or exceed established fundraising goals. The PM will work closely with PMC Foundation team members and clinical teams, developing case statements, facilitating meetings and other development activities.

**Leadership:** Management of specific Foundation programs and projects. Serve as a Foundation liaison to a specific medical center within the Greater Charlotte market. Identify, qualify, cultivate, solicit and steward prospective and current donors, to achieve philanthropic goals for assigned programs, major fundraising initiatives and special projects. Maintain attention to detail as well as a grasp of big picture issues, while advancing individual relationships along the continuum of donor activity.

**Collaboration:** Build strategic relationships and alliances with physicians and clinical teams to identify and cultivate grateful patients and families.

**Quality Improvement:** Maintain and provide appropriate documentation for audits and annual reports.

**Customer Service:** Exceed core customer service responsibilities, standards and behaviors with communication, understanding, sensitivity, teamwork, ownership, motivation, excellence and respect to donors, volunteers and teammates.



## Qualifications

Qualities and experiences that ideal candidates should display include:

- Demonstrated experience in soliciting and closing major gifts of \$25,000 or more.
- History of achieving specific and measurable goals for contacts, portfolio management, proposals, dollars raised, and other performance metrics.
- Able to effectively implement moves management in the building and maintaining a high performing portfolio.
- Comprehensive understanding of the giving cycle and the ability to guide a donor through the giving continuum: identification, qualification, cultivation, solicitation and stewardship.
- Ability to engage in planned giving/blended gift strategies.
- Ability to work independently without close oversight.
- Productively engage with others at varying levels of seniority within and outside Novant Health.
- Ability to understand the needs and interests of leadership and major gift donors to develop strong and lasting relationships between funders and the Novant Health Foundation.

- Ability to take initiative and manage multiple tasks and projects at a time.
- Demonstrate professional poise when representing Novant Health.
- Team oriented; able and willing to work collaboratively with a team.
- Exceptional interpersonal skills that create credibility and trust.
- Ability to build and maintain relations with donors and team members.
- A development professional with a donor-centric approach.
- Strong organizational skills.
- Strong written and verbal communication skills.
- Persuasive, credible and polished communicator.
- Willingness to learn.
- Accepts and respects diversity without judgment.
- Self-starter who is results oriented.
- Excellent time management skills.
- Passion, enthusiasm, focus, creativity, and a positive outlook.
- Experience using Salesforce or similar development database programs.
- Proficiency in Microsoft Office Suite.
- Ability to respect confidential information.
- Committed to providing services in accordance with the mission and goals of the organization.
- Ability to drive/travel to multiple locations/facilities as needed.
- Bachelor's degree.
- Five years of experience working in a major gift capacity.

**Preferred**

Preference will be given to candidates that also display one or more of the following:

- Five years of experience working in healthcare fundraising.
- Certified Fundraising Executive (CFRE) or similar fundraising designation.
- Master's degree.

**Memorandum**

The salary and benefits are competitive and commensurate with experience and qualifications. Paschal•Murray supports the

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commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories.

The team member's number one job responsibility is to deliver the most remarkable patient experience, in every dimension, every time, and understands how to contribute to the health system's vision of achieving that commitment to patients and families. At Novant Health, people are our business. We treat each other with respect and compassion. We embrace the differences in our strengths while fostering an environment of inclusion, empowerment, inspiration and courage. The team member will use Novant Health's First Do No Harm (NHFDNH) safety behaviors/error prevention tools and high reliability strategies as appropriate to ensure a safe, remarkable patient experience.

This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.

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Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

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