

Every day, we hear stories about our remarkable healthcare professionals who go above and beyond to help a patient. We aren't surprised – that's just what it means to be a part of Novant Health. Whether you're an experienced healthcare professional or a new graduate, we have an opportunity for you.

Located in the Carolinas and Virginia, you will work in cities with easy access to beaches, mountains and other recreational sites. Our sites offer a unique blend of history, cultural activities and outdoor beauty. We offer state-of-the-art facilities, room to grow and competitive salary and benefits. We're also proud of the Magnet status achieved by our staff at Presbyterian Healthcare.

We are currently seeking a candidate for the following position in Charlotte, NC:

Foundation Specialist

The Foundation Specialist's number one job responsibility is to deliver the most remarkable patient experience, in every dimension, every time, and understand how he or she contributes to the health system's vision of achieving that commitment to patients and families. The Foundation Specialist serves as a member of the development team of the Presbyterian Healthcare Foundation. The Specialist has primary responsibility for coordinating Foundation special events, projects and programs. The Specialist will also focus on identification, cultivation and solicitation of individuals and corporations for annual support and other projects focusing on \$1,000 to \$10,000 utilizing primarily personal contact.

Following is a summary of the major processes of this job. Other duties may be performed, both major and minor, which are not mentioned below.

- Serves as a representative of Novant Health and Presbyterian Healthcare.
- Serves as an advocate for the hospital/Foundation and its programs.
- Identifies influential individuals/groups to cultivate and solicit proposals between \$1,000 to \$10,000 primarily for special events and programs as well as annual support.
- Coordinates fundraising special events and programs – recruitment of volunteers and placement.
- Develop a tracking system of activities.
- Assists in the preparation and administration of budgets on special events and programs and provides status reports.
- Provides oversight, coordination, and direction to vendors; ensures schedule and deadlines are met.
- Works closely with the Director of Development to ensure special events and fundraising programs goals are being met.
- Oversees and develops various aspects of major and minor events, thoroughly researching and coordinating each item in a creative, efficient and timely manner.
- Responsible for overall event implementation plan and budget.
- Maintain appropriate records.
- Serves as lead for designated fundraising hospital programs.
- Assist in the creation of presentations to potential donors.
- Assists Director of Development with grant writing, management and post-award reporting
- May be asked to assist and/or oversee the Foundation's Funds Request Process
- Participates as a member of the development team.
- Assist with donor recognition and stewardship programs
- Establishes a cooperative/collaborative working relationship with departments within the hospital.
- Other duties as assigned.

QUALIFICATIONS:

The following qualifications are the minimum necessary to adequately perform this job. However, any equivalent combination of experience, education and training which provides the necessary knowledge, skills and abilities would be acceptable, subject to any legal and/or regulatory requirements.

- Education and formal training: A minimum of a Bachelor's degree in an appropriately related field.
- Work experience: Special Events/Fundraising experience preferred; 3-5 years experience in a fundraising/development office preferred.
- Knowledge, skills and abilities required: Excellent verbal and written skills; outgoing personality; ability to exercise good judgment in stressful situations; deadline-oriented; self-motivated; must interact in a respectful manner, considerate of age and physical abilities. Must meet Presbyterian's customer service standards. Experience with Raiser's Edge a plus.
- Unique/special requirements about position: Evening and weekend hours sometimes required due to special events; individual must be able to work with many types of people.

For a more detailed job description or to apply please visit us online at: www.novanthealthcareers.org. You may also email drollins@novanthealth.org for more information. EOE