
JOB DESCRIPTION



Philanthropy Officer, Annual
TITLE: Giving
POSITION CODE: 5256
Administration PIH Foundation -
DEPARTMENT: (104-86150)
DEPARTMENT MANAGEMENT: Director of Development
DATE: September 2024

POSITION SUMMARY

The Philanthropy Officer, Annual Giving, is responsible for developing and implementing a comprehensive annual giving program to increase donor engagement and contributions for PIH Health Foundation. This role oversees the employee giving program, annual direct mail campaign, Circle of Excellence donor membership program, and providing support for fundraising events. Working closely with the Director of Development and other team members, the Philanthropy Officer strives to achieve the Foundation's fundraising goals and advance its mission through strategic annual giving initiatives.

SPECIFIC SKILLS NEEDED

- Excellent interpersonal and communication skills, both written and verbal.
- Strong organizational and project management skills.
- Knowledge of fundraising best practices and donor cultivation strategies.
- Ability to work independently and collaboratively in a team environment.

EDUCATION/EXPERIENCE/TRAINING

Required:

- Bachelor's degree in a related field (Non-Profit Management, Business Administration, Communications, etc.).
- 3-5 years of experience in non-profit fundraising, with a focus on annual giving programs.
- Experience with donor management software (e.g., Raiser's Edge, DonorPerfect).

Preferred:

- N/A

DUTIES AND RESPONSIBILITIES

1. Safeguards and preserves the confidentiality of patient's protected health information in accordance with State and Federal (HIPAA) regulatory requirements, hospital, and departmental policies.
2. Ensures a safe patient environment and adherence to safety practices per policy.
3. With consideration to age, employee utilizes the approved process to resolve biophysical, psychological, educational, and environmental needs of patient/significant other when administering care.
4. Essential to the provision of community benefits as an expression of our charitable healthcare mission and purpose, each manager/supervisor is committed to the delivery of high quality, compassionate healthcare and is further committed to supporting the strategic direction of community benefits within PIH Health and its affiliates. (*Applies to management positions*).
5. Under direction of the Director of Development, implement and evaluate a comprehensive, multiyear plan to increase annual giving and strengthen donor engagement.

6. Manage a portfolio of 80-100 donors and prospective donors, focusing on identifying, cultivating, soliciting, and stewarding those with the capacity to make annual gifts.
7. Lead the employee giving program by increasing participation, collaborating with various departments, and executing effective campaigns.
8. Coordinate the annual direct mail appeal by planning and executing campaigns, managing vendor relationships, and analyzing results.
9. Lead the Circle of Excellence donor membership program by recruiting and retaining members, developing member benefits, and identifying prospects for major and planned gifts.
10. Analyze giving data and prepare regular reports on annual giving performance and trends.
11. Partner with the event team to support fundraising events, ensuring alignment with annual giving objectives.
12. Collaborate across development team to integrate strategies with other fundraising efforts and contribute to overall team goals.

TEAMWORK/CUSTOMER SERVICE RESPONSIBILITIES

1. Customer Service Values and Behaviors:
 - 1.1 Value: Each person is treated with respect, dignity, fairness, and compassion.
 Behavior: Performance is acceptable when everyone is promptly greeted with a smile in a warm and caring manner using the person’s name whenever possible. No matter how I feel, I display a caring attitude.
 - 1.2 Value: Each person displays loyalty and pride in PIH Health and upholds the confidentiality of patients, visitors, physicians, and co-workers.
 Behavior: Performance is acceptable when concerns/problems with fellow employees and customers are not discussed with anyone other than the person involved or the supervisor. Customer issues and ideas are listened to and appropriate follow up occurs to create a satisfied customer. I do not make excuses. I do not demean other people or departments.
 - 1.3 Value: Each person demonstrates commitment to open communication.
 Behavior: Performance is acceptable when openness and acceptance of constructive criticism occurs. Positive communication occurs by complimenting and expressing appreciation to others. I will listen and encourage others to express ideas and opinions.
 - 1.4 Value: Each person demonstrates pride in the physical appearance of all PIH Health properties.
 Behavior: Performance is acceptable when the initiative is taken to maintain a clean and safe environment. I conduct myself in a manner which respects and preserves equipment and the physical plant. I do not walk by spills, trash, or unsafe conditions without assuring that they are attended to promptly by me or appropriate personnel.

PERSONAL QUALITIES

- N/A

PHYSICAL DEMANDS

1. Must be able to utilize correct body mechanics during performance of physical activity such as pushing/pulling, stooping, squatting, sitting, and lifting as applicable to the position.
2. Requires the following frequency of physical demands: (Indicate the frequency - see key below)

<u>Activity</u>	<u>Frequency</u>	<u>Activity</u>	<u>Frequency</u>
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Climbing	Never	Reaching	Frequent
Crawling	Never	Sitting	Frequent
Crouching/Squatting	Never	Standing	Occasional
Fine Motor Handling	Never	Stooping/Bending	Occasional
Near Visual Acuity	Constant	Taste/Smell	Never
Pushing/Pulling	Occasional	Walking	Frequent
Hand/Finger Dexterity	Constant		

Frequency	% Of day	Minutes of day
Never	0	0
Occasional	0 to 32%	Up to 2.5 hours
Frequent	32.1 to 65%	2.6 to 5.25 hours
Constant	65.1 to 100%	5.26 to 8 hours

Key: U.S. Department of Labor Terminology

3. Requires the following lifting demands. (Select appropriate level by placing an X in the box next to it.)

Physical Demand Characteristics of Work				
Place X in one box below	Physical Demand Level	Occasional 0-33% of workday	Frequent 34-66% of workday	Constant 67-100% of workday
	SEDENTARY	10 lbs.	negligible	negligible
X	LIGHT	20 lbs.	10 lbs. and/or walk/stand/push/pull of arm/leg controls	Negligible and/or walk/stand/push/pull of arm/leg controls
	MEDIUM	50 lbs.	20 lbs.	10 lbs.
	HEAVY	100 lbs.	50 lbs.	20 lbs.
	VERY HEAVY	over 100 lbs.	over 50 lbs.	over 20 lbs.

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(Indicate push/pull amounts)

Push/pull 20 pounds max. with wheels
 Push/pull 20 pounds max. without wheels

ENVIRONMENTAL

Requires work in or with the following environmental influences: (Indicate the frequency -see key below)

Activity	Frequency	Activity	Frequency
Indoor	Constant	Toxic	Never
Outdoors	Occasional	Vibration	Never
Cold	Occasional	Radiation	Never
Hot	Occasional		

Frequency	% Of day	Minutes of day
Never	0	0

Occasional	0 to 32%	Up to 2.5 hours
Frequent	32.1 to 65%	2.6 to 5.25 hours
Constant	65.1 to 100%	5.26 to 8 hours

Key: U.S. Department of Labor Terminology

COMMUNICATION

- Talking or hearing essential to communicate with patients and staff.
- Good communication skills; read, speaks, and writes English fluently.
- Bilingual skills preferred.

SIGNATURES

Prepared by:	Zhang, Cici - Director, Development	Date:	9/27/24
Approved by:		Date:	
Incumbent Signature:		Date:	
Incumbent Name (print):			