

Development Officer - FT

Management 86302 - Torrance Memorial Foundation Full-Time Days 8 Hour

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Description

This position works independently to identify prospects, cultivate, solicit and steward donors at all levels. New prospects might be identified from his/her circle of contacts as well as reaching out to new grateful patients. This position manages Foundation annual giving programs, oversees volunteers, events and committees. This position assists with the Patrons Program scheduling and stewardship. The overall goal of this work is to advance the mission of the hospital to increase philanthropic support for Torrance Memorial Medical Center using fundraising strategies.

Core Competencies

- Identifies, cultivates and develops relationships with prospects and current donors designed to lead to solicitation and closure of major gifts to the Torrance Memorial Foundation.
- Manages the Young Physicians and Professionals Alliance (YPPA) and Employee Ambassadors annual giving support groups including membership recruitment, fundraising events and committee meetings. Recruits, educates and motivates committee members in soliciting donations.
- Stewards and supports our volunteer group, Las Amigas and the Holiday Festival volunteers.
- Updates donor notes and adds information into Raiser's Edge the donor database for Torrance Memorial as necessary.
- Presents the medical center's mission and master plan as it relates to fundraising.
- Ensures donors are taken care of at all Torrance Memorial Foundation events and attends occasional local community events. Encourages friends and new donors to participate as well.
- Manages the Holiday Festival volunteer and entertainment recruitment, and coordinates the groups' schedules.
- Supports the Patrons Program Manager with Patrons appointments. Facilitates processes with other departments ensuring excellent service for Patrons.

Department Specific Competencies

Education

Degree	Program
N/A	N/A

Additional Information

Bachelors' degree in related field or 3 years fundraising/special events experience.

Experience

Number of Years Experience Type of Experience

3	fundraising/special events
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Additional Information

N/A

License / Certification Requirements

Compensation Range:

\$40.43 - 66.01/hr