



**HEALTH CENTER
PARTNERS**
of Southern California

A Family of Companies



JOB DESCRIPTION

JOB TITLE: Director of Philanthropy **STATUS:** Exempt Full-Time
REPORTS TO: Chief Advancement Officer, Health Center Partners
DIRECT REPORTS: None

This job description is intended to be a general statement about this job and is not to be considered a detailed assignment. It may be modified to meet the needs of the organization.

JOB SUMMARY

Health Center Partners is a private, nonprofit association composed of 17 community health center organizations operating more than 122 sites of care throughout Southern California (San Diego, Imperial, and Riverside counties). Member health centers serve over 827,000 patients annually with over 2.4 million patient encounters. The mission of Health Center Partners is to be the thought leader and innovative influencer of change in the primary care marketplace, informing and inspiring its members and partners to enrich the patient experience and improve the human condition. Health Center Partners offers numerous services to its members, including advocacy, strategic communications and program and fund development, as well as technical assistance, training, and administration for collaborative programs. Health Center Partners is a family of companies that also includes Health Quality Partners, Integrated Health Partners and CNECT.

Health Center Partners has a well-developed grant-writing program and routinely secures government and foundation grants. Health Center Partners is now looking to build a new program to solicit individual and corporate gifts. The Director of Philanthropy is a new position in the organization. This position will have the opportunity to build a comprehensive fundraising program, from the ground up, to provide the financial resources necessary to support the mission of Health Center Partners and its 17 health center member organizations. This individual will work closely with the Chief Advancement Officer of Health Center Partners and members of the Health Center Partners Board of Directors to develop a Philanthropy Committee. This position will also spearhead the effort to develop and implement plans and establish policies which will create a successful fundraising program.

The Director of Philanthropy will develop and oversee the organization's fundraising efforts in the areas of major gifts, annual giving, corporate giving, events, and development operations. The Director of Philanthropy will develop and implement strategies that promote long-term sustainable growth and deepen the organization's relationships with new donors and volunteers.

ESSENTIAL JOB FUNCTIONS

- Develop and implement a comprehensive development plan for the organization, including plans for individual major and annual gifts, and foundation and corporate support.
- Staff the Board Philanthropy Committee, that will consist of a subset of the HCP Board members as well as volunteers, providing guidance and direction to their efforts. Work with the HCP Chief Advancement Officer to recruit Philanthropy Committee members.
- Work with the Philanthropy Committee to build and sustain a culture of philanthropy that can support increased program development and new initiatives. Guide the Philanthropy Committee in the development of policies and procedures for a comprehensive fundraising program.
- Establish and drive performance metrics and prepare reports for the Philanthropy Committee and HCP Board of Directors.
- Develop and oversee the comprehensive calendar of activities in support of development.
- Work with HCP leadership, Philanthropy Committee, Board, and others within the organization to identify linkage, ability, and interest of major gift prospects for their solicitation in alignment with the organization's priorities.
- Oversee and conduct prospect research. Conduct prospect clearance to avoid competition with members who are also engaged in fundraising.
- Oversee a fundraising database and tracking system.
- Create publications to support fund raising activities.
- Create appropriate gift society activity and recognition for donors of all sizes.
- Ensure proper stewardship practices for the timely and accurate recording and acknowledgment of all gifts.
- Maintain ongoing and active networking with internal and external constituencies.
- Meet with prospective donors and supporters on a continual basis to establish effective communications with them.
- Represent the organization in the community as appropriate.
- Plan, initiate and, complete work assignments with minimal supervision.
- Participate in Health Center Partners and Health Quality Partners meetings as requested.
- Other duties as assigned.

QUALIFICATIONS

Required Skills

- Must have a passion for health care.
- Demonstrated working knowledge of all areas of fundraising, with a particular emphasis on major gift acquisition.
- Proven track record in planning and achieving short- and long-term goals and creating a plan outlining activity.
- Exceptional interpersonal and influencing skills, tact, and diplomacy with the ability to develop and maintain cooperative and successful working relationships with volunteers, staff and all donors; ability to serve as a team player and leader.
- Be a self-starter and goal driven to get out of the office and build external relationships.
- Demonstrated ability to think strategically and creatively about engaging donors, and to develop plans of action and follow through.
- Ability to inspire and motivate volunteers and staff.
- Excellent verbal and written communication skills.
- Demonstrate presence, self-confidence, sound judgment, and superior problem-solving ability.
- Exercise discretion and maintain a high level of confidentiality.
- Must have appreciation for and understanding of diverse audiences and communities.
- Comfortable with personal computers and software programs for retrieving, organizing and researching appropriate donor/prospect information, as well as data gathering and manipulation.
- Must be willing and available to work evenings and weekends as necessary.

Education/Experience

A bachelor's degree and a minimum of 5 years of progressively responsible fundraising experience and a proven record of successful cultivation and solicitation of gifts is required. A master's degree is preferred. Experience in the health care sector is highly desired. Recognized credential in the development field (e.g., CFRE, GPC, or equivalent) preferred.

PHYSICAL REQUIREMENTS

- Ability to sit or stand for long periods of time
- Ability to reach, bend and stoop
- Physical ability to lift and carry up to 20 lbs.

HIPAA/COMPLIANCE

- Maintain privacy of all patient, employee and volunteer information and access such information only on as need to know basis for business purposes.

- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent or unlawful behavior or activity.
- Adhere to organizational policies and procedures regarding data sharing

I acknowledge that I have read and understand this job description. My signature below certifies that I am able to perform the essential duties and responsibilities of this position. I have also discussed any accommodations that I feel I might need to allow me to perform these essential functions. Additionally, I agree to abide by the policies and procedures established by Health Center Partners of Southern California.

Signature

Date

Employee Name (please print)