

Job Description

Chase County Community Hospital Chase County Clinic

Foundation Coordinator

Job Code: 222600

Reports To: Foundation Board Director

FLSA Status: Non-Exempt

Department: Foundation

Position Summary

Works hand on hand with foundation director to plan and coordinates special projects or ongoing major funding programs. Create and build relationships within the community to fulfill Foundation goals. Provide strong leadership for the Foundation.

Essential Duties and Responsibilities

Researches public and private grant agencies and foundations to identify potential sources of funding for research, community service, or other projects.

Assist grant programs for corporate, foundation, and/or government funding.

Assist in major gifts program for funding from individuals.

Coordinates volunteers, activities of governing body relating to fund raising activities.

Assist in organizing direct mail campaign to reach potential contributors.

Assist in planning and coordinating benefit events such as banquets, balls, or auctions.

Coordinate's solicitation drives for pledges of ongoing support from individuals, corporations, and foundations.

Informs potential contributors of special needs of institution, and encourages individuals, corporations, and foundations to establish or contribute to special funds through endowments, trusts, donations of gifts-in-kind, or bequests.

Maintains records of contributors and grants and preparing letters of acknowledgment to send to contributors.

Other duties may be assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies: **Analytical** - Collects and researches data; Uses intuition and experience to complement data. **Problem Solving** - Works well in group problem solving situations; Uses reason even when dealing with emotional topics. **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities. **Technical Skills** - Pursues training and development opportunities. **Customer Service** - Responds promptly to customer needs. **Interpersonal** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things. **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings. **Team Work** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members. **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information. **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Inspires respect and trust; Accepts feedback from others; Gives appropriate recognition to others; Displays passion and optimism; Mobilizes others to fulfill the vision. **Managing People** - Includes all staff in planning, decision-making, facilitating and process improvement; Makes self-available to staff; Solicits and applies customer feedback (internal and external). **Visionary Leadership** - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates. **Business Acumen** - Understands business implications of decisions by CEO; Displays orientation to profitability; Aligns work with strategic goals. **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources. **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. **Dependability** - Follows instructions, responds to CEO and management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. **Planning/Organizing** - Prioritizes and plans work activities; Organizes or schedules other people and their tasks. **Safety and Security** - Uses equipment and materials properly.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

Bachelor's degree (B. A.) from four-year college or university; or two to three years related experience and/or training; or equivalent combination of education and experience. May have membership in related associations and/or local community groups.

Language Ability

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Must communicate with ease in talking one on one with people as well as comfortable presenting in front of large groups.

Math Ability

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; Accounting software; Design software; Internet software and Database software.

Certificates and Licenses

No specific certificates and licenses.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform

the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel, crouch.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management.

Manager Date

HR Date

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee Date