Overview

Founded in 1887, Dignity Health - California Hospital Medical Center is a 318-bed, acute care, nonprofit hospital located in downtown Los Angeles. The hospital offers a full complement of services including a Level II trauma center, the Los Angeles Center for Women's Health, obstetrics and pediatric services, and comprehensive cardiac and surgical services. The hospital shares a legacy of humankindness with Dignity Health, one of the nation's five largest health care systems. Visit https://www.dignityhealth.org/socal/locations/californiahospital for more information.

With its mission of raising funds to support California Hospital Medical Center, the CHMC Foundation is a rewarding place to work! Founded in 1887 as one of the first hospitals in Southern California, we are dedicated to delivering compassionate, high-quality and affordable health services – regardless of one's background or circumstances. While the downtown Los Angeles community is experiencing a renaissance of culture and commerce, it is also home to thousands of at-risk and underserved individuals.

Responsibilities

Position Summary:
Directs the fundraising progress toward meeting individual goals and works toward the successful attainment of those goals according to the development plan. Manages a portfolio of prospects and donors to build and maintain that base and build upon that pool. Works with prospects and develops relationships to the organization ultimately increasing giving. Research, authors, and prepares mini-case statements, proposals, letters, and fundraising collateral. Manages staff and volunteers. Responsibilities include:

- Manages a portfolio of prospects and donors to build and maintain that base and build upon that pool. Works with prospects and develops relationships to the organization ultimately increasing giving
- Researches, authors, and prepares mini-case statements, proposals, letters, and fundraising collateral.
- Manages staff and recruits and manages volunteer and support groups, councils, committees to support the achievement of goals associated with a discrete revenue initiative(s).

The Manager of Philanthropy serves as the Development Officer for **Hope Street Margolis Family Center** – a health, education and recreation resource of California Hospital, which has been recognized as a national model for integrating prevention and early intervention services for vulnerable children and families. The Development Officer will provide leadership for private fund raising efforts that support early childhood education, school readiness, family literacy, behavioral health, child welfare, youth and after school, and other family support programs. On an annual basis, the Hope Street Margolis Family Center serves over 2,000 low-income children and families.

Minimum Qualifications
Experience

- Minimum of three (3) years of not-for-profit fundraising and development experience.

Education

- Bachelor's degree in a related field or a combination of education and/or additional job-related experience may be substituted in lieu of the degree.

Special Skills

- Excellent ability to develop and maintain trust and foster team-building to create effective working volunteer committees/teams to achieve fundraising goals.
- Strong knowledge of fund development strategies including annual campaigns, special events, individual donor solicitation and stewardship and proposal writing.
- Track record of success in implementing and managing all aspects of both small and large-scale special event production, from creative vision and planning to securing individual and corporate sponsorships, as well as day-of execution and post-event donor stewardship.
- Ability to communicate and connect effectively with a diverse audience of donors, potential donors, hospital leaders, managers and staff, business leaders and community representatives.
- Fluent in Outlook, Word, Excel, and PowerPoint, as well as online platforms (website, social media).
- Familiarity with Blackbaud CRM helpful.
- Knowledge of downtown Los Angeles community is a plus.