

# White Plains Hospital Job Description

**Title:** Major Gifts Officer

**Job Code:** 700305

**Department/Location:** Foundation/WPH Offsite

**FLSA Status:** Exempt

**Reports to:** Executive Director,  
WPH Foundation

## Position Summary

The Major Gifts Officer will focus on identifying, qualifying, cultivating, creating and implementing solicitation plans for a portfolio of 100+ prospects with the capacity to give \$10,000 or more to WPH. This individual will be responsible for generating more than \$5M+ in net revenue each year. The MGO will build a planned giving program and incorporate it into his/her portfolio and plans.

## Essential Functions and Responsibilities Includes the Following:

1. Understands and adheres to the WPH Performance Standards, Policies and Behaviors
2. Manage portfolio of 150 donors and prospects.
3. Will achieve progressively larger revenue goal year over year as relationships are established and grow.
4. Develops innovative ways to engage new prospects and reengage donors e.g. Conversations with CEO, Healthy Living Series, small in-home events, medical lecture series, etc.
5. Works closely with key executives, volunteers, Foundation team, and Board Members as needed.
6. Identify planned giving prospects and develop cultivation plan with portfolio of 20.
7. Create planned giving strategy, materials.
8. Work with fund managers, trust officers, estate planners to support PG initiatives
9. Work with various populations from board members, to leadership, to donors, to patients and community members.
10. Assures all conversations and visits are tracked in Raiser's Edge.
11. Utilizes pipeline report for weekly updates for Executive Director.
12. Performs all other related duties as assigned.

## Education & Experience Requirements

- Bachelor's Degree required.
- Minimum ten years progressively increasing major gift experience with demonstrated track record in major gifts
- Proven ability to close deals with major gift donors
- Experience in hospital fundraising preferred
- Experience with planned giving preferred
- Minimum basic knowledge of planned giving Excellent Power Point skills
- Must have passion for healthcare
- Experience with Raiser's Edge preferred, but must have experience utilizing technology to track donors/prospects
- Knowledge of greater White Plains community a plus

## Core Competencies

- Excellent Communication Skills (written & verbal)
- Teamwork
- Adaptability
- Planning, Organization & Delegation Skills
- Strong Problem Solving, Judgment & Decision Making Skills
- Stress Tolerance
- Self- starter
- Executive presence

## Physical/Mental Demands/Requirements & Work Environment

- Must be able to move about the department and hospital constantly while attending to needs of patients, visitors and staff.
- Requires continuous communication with patients, staff and visitors of all educational levels.
- Requires frequent use of computers and other office equipment.
- Required to move objects up to fifty (50) pounds and must be able to move patients of all weights with a minimum assist of one (1) or assistive device/equipment per White Plains Hospital Safe Patient Handling Policy.
- Must be able to rapidly assess and respond to situational needs of patients, staff and visitors.
- Must be able to adapt to a high stress environment with frequent interruptions.
- May be exposed to chemicals necessary to perform required tasks. Any hazardous chemicals the employee may be exposed to are listed in the hospital's SDS (Safety Data Sheet) data base and may be accessed through the hospital's Intranet site (Employee Tools/SDS Access). A copy of the SDS data base can also be found at the hospital switchboard, saved on a disc.

*The responsibilities and tasks outlined in this job description are not exhaustive and may change as determined by the needs of White Plains Hospital.*

To apply, please visit <http://www.wphospital.org/about/careers/>