

# White Plains Hospital Job Description

**Title:** Manager, Annual and Foundation Gifts

**Job Code:** 700307

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

**FLSA Status:** Exempt

**Reports to:** Director of Development  
WPH Foundation

## Position Summary

The Annual and Foundation Gifts Manager is responsible for the overall strategy, implementation, tracking and measurement of annual giving and grants. The Manager is responsible for the full spectrum of mail programs including acquisitions, donor renewals, giving societies, memorial and honorary gifts, as well as all acknowledgement letters, stewardship programs and special (employee, physician, retired physician) campaigns. This role will create and implement the overall communications plan for donors and the WPH Foundation including newsletters, annual report, as well as preparation of other materials as assigned. In addition, the Manager will develop and cultivate a list of potential corporate and foundation partners that may be a good candidate for funding. The Manager is responsible for meeting the annual and foundation revenue budget.

## Essential Functions and Responsibilities Includes the Following:

1. Understands and adheres to the WPH Performance Standards, Policies and Behaviors.
2. Create, implement, and manage an Annual Giving plan that raises \$1M+ annually.
3. Segment database for most effective solicitation plan. Manage full spectrum of mail and email acquisitions, donor renewals, giving societies, memorial and honorary gifts acknowledgement letters, and stewardship programs.
4. Identify and actively pursue funding from the most viable grant sources.
5. Identify and build relationships with corporate and foundation prospects with potential for funding various White Plains Hospital needs.
6. Work with clinical and other staff to develop proposals and funding letters, and to ensure that reports are fulfilled on time.
7. Work with clinicians and staff to fulfill all required grant reports.
8. Work with various populations including board members, leadership, donors, patients, and business leaders to build base of corporate donors, and author solicitation letters and acknowledgements.
9. Develop tracking and reporting system including comprehensive calendar for solicitation, stewardship, and reporting.
10. Responsible for all special campaigns, including employee campaigns and retiree campaigns.
11. Performs all other related duties as assigned.

## Education & Experience Requirements

- Bachelor's Degree required.
- Minimum of five years annual giving, grant writing or corporate/foundation relations experience strongly preferred
- Hospital experience a plus; passion for Healthcare a must.
- Knowledge of local community a plus.
- Outstanding demonstrated written and verbal communications including sample grant requests, portfolio of letters, acknowledgments, newsletters, etc.

## Core Competencies

- Excellent Communication Skills (written & verbal)
- Teamwork
- Self- starter; Ability to juggle multiple tasks simultaneously
- Adaptability; Flexibility

- Very strong executive presence
- Planning, Organization & Delegation Skills
- Strong Problem Solving, Judgment & Decision Making Skills
- Stress Tolerance

#### **Physical/Mental Demands/Requirements & Work Environment**

- 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.
- Must be able to move about the department and hospital constantly.
- Position requires frequent travel to various locations for meetings and events.
- Must be able to remain stationary for extended periods of time.
- Requires frequent use of computers and other office equipment.
- Must have the ability to concentrate on fine details with constant interruptions. The ability to understand and relay messages accurately. The ability to remember multiple tasks given during the course of the day.
- Must be able to communicate effectively with others verbally and in writing.

*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 [www.wphospital.org/about/careers/](http://www.wphospital.org/about/careers/)**