

Davis Health System

Community Giving Specialist – DHS Foundation

Revised Date 08/01/2016

Approved Date

Position Summary:

The Community Giving Specialist helps Davis Health System make a difference in the health and well-being of the people and communities we serve in north central West Virginia. This position helps build consistent, long-term relationships with donors, local businesses, board members, physicians and volunteers that will foster philanthropic support for Davis Health System Foundation. Responsibilities include community giving efforts, including DHSF signature events, employee giving programs, direct mail and digital appeals, third party (cause related) community fundraising, donor communications, and visibility and awareness activities. The Specialist will also provide administrative support for the Foundation Director and Board of Directors, as well as for programs that support the giving cycle, especially cultivation events, awareness, recognition and donor services.

Position Accountabilities and Performance Criteria	Comment Required if score is >3.5 or <2.9	Rating
1. Assists Foundation Director in planning and implementing the full range of fundraising and awareness activities, especially Foundation and community-based special events and fundraisers.		
2. Prepares and monitors master calendar for community giving, donor communications/recognition, and visibility and awareness programs.		
3. In cooperation with the Director, develops and evaluates goals and objectives for the community giving programs. Maintains a pulse on the success and effectiveness of activities and is prepared to adjust plans as needed.		
4. Serves as key point of contact for internal constituencies, providing staff and volunteers with appropriate knowledge to inspire them and to ensure their effective participation in fundraising and awareness efforts.		
5. Ensures the successful operation of the Davis House through appropriate promotion, policies, practices, and communications. Serves as Liaison to the Davis House Advisory Council.		
6. Collects and prepares information for use in discussions and meetings with key internal and external constituents. Assists with, or makes, community presentations as appropriate.		
7. Works cooperatively with Marketing and Accounting Departments in areas of Foundation reporting, promotional materials, etc.		

Position Accountabilities and Performance Criteria	Comment Required if score is >3.5 or <2.9	Rating
8. Communicates with key constituents in a clear, timely, and effective manner.		
9. Provides the day-to-day support for the operations of the Foundation in areas of record keeping, processing donations, communications, donor relations, etc. Inventories supplies and orders accordingly, ensuring stock is adequate. Assists in the care and maintenance of department equipment and supplies and distributing to other departments.		
10. Provides confidential administrative support to the Foundation Director and DHSF Board of Directors, including meeting notices, agenda development, reports, minutes, and other official records.		
11. Assists Foundation Director with organizational, state, and federal compliance requirements for DHSF.		
12. Adheres to Association for Healthcare Philanthropy (AHP) Statement of Professional Standards and Conduct (see attached).		
13. Maintains established departmental policies and procedures, objectives, supports quality assessment and performance improvement processes, adheres to safety, environmental and infection control standards.		
14. Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.		
15. Attends meetings as required.		
16. Performs other duties as assigned.		

Total: _____

Average: _____

Position Qualifications:

- Minimum Education:** Associate’s Degree in Business or related field
- Preferred Education:** Continuing education in philanthropy, fundraising, non-profit boards, etc.
- Minimum Experience:** 2 years’ experience in office management
2 years’ experience in working with and/or serving on non-profit boards of directors
Coordination of fundraising events
- Essential Functions:** Ability to resolve problems using critical thinking skills
Communicates clearly, timely and effectively
Develops and maintains an engaged volunteer base
Able to manage expenses to budget
Ability to ensure service standards are met
- Skills:** Administrative
Time management
Interpersonal and guest relations
Excellent verbal and written communication
Event coordination
Data entry
Preparation and proofing of documents
Composition of letters/memorandums
Maintains information in strictest confidence
Understands basic financial reports and processes
- Skills: Other** Word processing
Proficient in Microsoft Office Software
PowerPoint Presentation skills
Adobe page Maker
Adobe Photo Shop
Adobe Illustrator

AHP Statement of Professional Standards and Conduct

Association for Healthcare Philanthropy members represent to the public, by personal example and conduct, both their employer and their profession. They have, therefore, a duty to faithfully adhere to the highest standards and conduct in:

- I. Their promotion of the merits of their institutions and of excellence in health care generally, providing community leadership in cooperation with health, educational, cultural, and other organizations;
- II. Their words and actions, embodying respect for truth, honesty, fairness, free inquiry, and the opinions of others, treating all with equality and dignity;
- III. Their respect for all individuals without regard to race, color, sex, creed, ethnic or national identity, handicap, or age;
- IV. Their commitment to strive to increase professional and personal skills for improved service to their donors and institutions, to encourage and actively participate in career development for themselves and others whose roles include support for resource development functions, and to share freely their knowledge and experience with others as appropriate;
- V. Their continuing effort and energy to pursue new ideas and modifications to improve conditions for, and benefits to, donors and their institution;
- VI. Their avoidance of activities that might damage the reputation of any donor, their institution, any other resource development professional or the profession as a whole, or themselves, and to give full credit for the ideas, words, or images originated by others;
- VII. Their respect for the rights of privacy of others and the confidentiality of information gained in the pursuit of their professional duties;
- VIII. Their acceptance of a compensation method freely agreed upon and based on their institution's usual and customary compensation guidelines which have been established and approved for general institutional use while always remembering that:
 1. any compensation agreement should fully reflect the standards of professional conduct; and,
 2. antitrust laws in the United States prohibit limitation on compensation methods.
- IX. Their respect for the law and professional ethics as a standard of personal conduct, with full adherence to the policies and procedures of their institution;
- X. Their pledge to adhere to this Statement of Professional Standards and Conduct, and to encourage others to join them in observance of its guidelines.