

Annual Giving/Grants Director

Cheyenne Regional Medical Center · Foundation

Cheyenne, WY

Management/ Professional

Full-time, Day shift

Salary: Grade 220 \$23.62 - \$30.12/hr (midpoint)

Pay Grade: 220

Hours: 8a - 5p

Req # 15578

ROLE SUMMARY

The Annual Giving/Grants Director is responsible for the development of three separate yet highly interrelated programs for the Foundation. This position works closely with the Executive Director to manage, plan, coordinate, and implement a comprehensive, full-spectrum Annual Giving program. Oversees the development and implementation of a comprehensive program to identify and successfully solicit grants from a variety of local, state, and federal, private and public grant making entities for the direct benefit of CRMC. This position will also manage, plan, coordinate, and implement the Foundation's internal grant process that supports the Foundation Board of Director's Endowment Advisory Committee mission.

CORE RESPONSIBILITIES

1. Supports and fulfills the mission of CRMC Foundation and Cheyenne Regional Medical Center (CRMC).
2. Creates, inspires and maintains donor/sponsor loyalty, interest and enthusiasm through effective stewardship communication, events and activities with community organizations, individuals and CRMC employees.
3. Engages in prospective donor/sponsor identification, research, cultivation and solicitation.
4. Develops and implements an effective annual giving program which is closely aligned with the stated mission of CRMC, supports Foundation strategic goals, and meets the needs of donors/sponsors and prospects.
5. Develops and implements a plan to solicit annual gifts from the community served by CRMC.
6. Develops and implements an effective grant solicitation program that takes into account the stated mission of CRMC, Foundation strategic goals, and the needs of donors/sponsors and prospects.
7. Develops and implements an effective internal grant program that supports the Foundation Board of Director's Endowment Advisory Committee mission.

The above statements are intended to describe the general nature and level of work performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified and employees may be required to perform other duties as assigned.

SKILLS, KNOWLEDGE, AND ABILITIES

- Strong interpersonal and problem-solving skills, including both oral & written communication
- Ability to work independently and within a team environment
- Ability to work with, motivate and lead other professionals and volunteers
- Ability to conceptualize, develop and implement projects and events
- Knowledge of fundraising principles and practices; planning and budgeting
- Knowledge of annual giving and grant processes
- Knowledge of marketing and sales concepts. Understanding of health care issues and trends

- Ability to use various types of office software as well as fundraising and prospect management software

MINIMUM REQUIREMENTS

- Bachelor's Degree or equivalent experience
- Two (2) years of non-profit management, fundraising or grant writing experience or equivalent

PREFERRED QUALIFICATIONS

- Master's Degree or equivalent experience
- Degree in Marketing, Communications, Business Administration or related field
- Certified Fundraising Executive (CFRE) certification; Grant Professional Certification (GPC)
- Five (5) years of non-profit management, fundraising or grant writing experience
- Experience in a health care setting

Additional Info

CRMC is a nonprofit community hospital with over 2000 employees, more than 200 volunteers and 170 active/associate medical staff.

If you are interested in joining our team here at CRMC please apply at cheyenneregional.org