



New Jersey's Premier Catholic Healthcare System

Job Title: Director, Fundraising Operations

Overview

St. Joseph's Healthcare System is recognized for the expertise and compassion of its highly skilled and responsive staff. The combined efforts of the organization's outstanding physicians, superb nurses, and dedicated clinical and professional staff have made us one of the most highly respected healthcare organizations in the state, the largest employer in Passaic County, and one of the nation's "100 Best Places to Work in Health Care."

Job Overview

Leads, manages and implements centralized fundraising functions including operations, finances and budgets, gift processing and acknowledgements, administrative services, data systems and prospect research for St. Joseph's Healthcare System and our two Foundations, St. Joseph's Regional Medical Center Foundation and St. Joseph's Wayne Hospital Foundation.

Responsibilities

Oversees all financial management and reporting including annual budget preparation and development for all fundraising enterprises, the accuracy of revenue and expense reports, as well as adherence to annual budgets. Serves as the fundraising liaison with the Finance Department, banks, investment firms, auditors and any other financial entities working with the fundraising staff and Boards. Evaluates ROI for specific fundraising initiatives and measures success. Handles day to day business requirements, including tracking expenses, processing purchase orders and preparing check requests, monitoring donor restricted funds and tracking grants to ensure expenditures are timely and consistent with donor intent, month and year end closes and assistance for other departments in the use of Foundation funds. Directs database administration and maintenance including the creation and merging of two current databases into one, developing and implementing system-wide standards and methods for data entry. Oversees all data entry and provides quality control mechanisms to ensure accuracy across the system, managing mailing and email lists, reports and queries, serving as the system's liaison with the IT Department, maintaining relationships with outside vendors and consultants related to databases and training staff on database as needed. Creates and implements system-wide processes for gift entry, accounting, receipting and acknowledgements. Ensures the accurate processing of bank deposits, gift payments and transmittals to Finance. Manages gift processing staff to ensure gifts and acknowledgements are processed within 48 hours of receipt ninety five percent of the time, ensuring both timeliness and accuracy and the creation and implementation of a system for pledge monitoring and reminders.

Oversees prospect research and management including processes for the identification, research, tracking, assessment, cultivation and stewarding of individual, corporate and Foundation prospects, donors and communications. Manages dashboard reporting using the database to enable accurate data, appropriate strategies and tracking next steps related to major donors and prospects, data analytics and the processes for accessing, gathering and organizing data from internal and external sources related to

prospects and their interests, capabilities, giving history, etc. Explores new technologies and methods of donor identification, screening and research to ensure St. Joseph's is current with the latest advances in prospect research and management and serving as the system's liaison, maintains relationships with outside vendors and online research entities.

Directs fundraising operations such as supervising management systems and staff that support the day-to-day operations of the Foundation in the areas of finance and accounting, donor and prospect research and management, gift processing, acknowledgement and receipting, mailing and email list management, database administration, & fundraising reports. Prepares fundraising, analytical and financial data and reports for all development initiatives. Establishes and monitors performance goals for operations activities, preparing regular progress reports and ensuring compliance with all applicable state and federal laws and regulations as they pertain to not-for-profits.

Contributes to the planning and implementation of a comprehensive five year fundraising campaign, engaging in professional networks that facilitate relationship development and increased understanding of trends in fundraising operations, attends staff meetings and participates in departmental planning activities and professional growth activities.

Meets all required competencies for department, unit and/or hospital.

Qualifications

Work requires the knowledge of theories, principles and concepts normally acquired through completion of a Bachelor's degree in Business or closely related field and five to seven years of fundraising experience plus three to six months of on the job training and orientation. Familiarity with donor database applications. Demonstrated success in identifying and researching major gift prospects. Demonstrated senior leadership with strategic, policy and budget planning experience in complex organizations. Demonstrated supervision of professional level staff with leadership, management and administrative skills that motivate and build professional support staff competencies. Strong communication skills including ability to write and speak persuasively about the institution. Willingness to work evenings and weekends, to travel and must have a valid driver's license.