



New Jersey's Premier Catholic Healthcare System

Job Title: Manager, Corporate Foundation Relations

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

Responsible for leading, developing, managing, and stewarding the St. Joseph's Healthcare System's portfolio of corporate and foundation donors and prospects, with primary responsibility for maintaining and expanding relationships with grantors, grant writing, reporting, prospecting and stewardship. Primary focus on raising funds for all System entities through proposal writing from these constituents. Builds and strengthens relationships with donors and prospects; prepares proposals, reports, and project budgets, manages grant deadlines, submissions and calendars; oversees grants management and stewardship; maintains appropriate donor files; performs data entry and reporting management in donor database; and maintains institutional statistics and information vital to the grant submission process.

Responsibilities

Establishes, builds, enhances and sustains strong, long-term relationships with top corporate and foundation donors and prospects. Manages St. Joseph's efforts to inform, cultivate and steward leadership who are on staff, management and boards of the top corporate and foundation donors and prospects. Builds a pipeline of corporate and foundation donors by performing research to proactively identify and qualify viable prospects. Prepares donor and prospect profiles and briefings. In partnership with senior management and physicians, writes, edits and submits letters of inquiry, grant proposals, concept papers, grant applications, project budgets, updates, reports, and acknowledgement letters. In consultation with program staff of the Medical Center, monitors progress on meeting grant requirements and expectations. Develops and maintains a comprehensive understanding of the educational, research, and clinical operations at St. Joseph's Healthcare System and communicates these needs and priorities both internally and externally. Provides informed guidance to the Chief Development Officer, senior management, and physicians for the strongest potential partnership opportunities with grant making organizations based on institutional strengths and priorities, including capital campaigns. Works with the Chief Development Officer, senior staff of the System and the Foundations to develop and implement individualized strategies for cultivation, solicitation, and stewardship of corporate and foundation donors. Identifies new prospective corporations and

foundations with potential for support and cultivates relationships with these entities, via face to face meetings, electronic and other correspondence and verbal communications, including cold calling. Serves as the System's primary liaison to this constituency. Designs and leads visits to/from and meetings with donors and prospects. Manages and tracks a calendar of submissions, deadlines, and reports. Maintains appropriate donors records and documents in the Raiser's Edge, including proposals, reports, agreements, and award documents. Records contact reports, proposals, tasks and other data and runs reports as needed. In partnership with the Finance Department, ensures grant compliance and appropriate spending. Develops stewardship plans for grant-funded activities and submits timely impact or progress reports as appropriate. Complies with all reporting and deadlines as required by donors. Establishes and monitors performance goals for grants activity. Prepares regular fundraising progress reports. Maintains institutional statistics and information vital to the grant submission process. Meets with senior management, physicians and staff regularly to educate about the grant-making process. Engages in professional networks that facilitate relationship development and increased understanding of trends in grant making communities. Contributes to the planning and implementation of capital campaign(s).

Qualifications

Work requires the knowledge of theories, principles, and concepts normally acquired through completion of a Bachelor's degree in Public Administration, Business Administration or closely related field and three to five years of previous and progressively responsible work related experience plus three to six months of on the job training and orientation. Requires the analytical skills with the ability to exercise sound judgment, attention to detail and problem resolution. Must possess strong customer service, communication, organizational and interpersonal skills. Work requires the ability to manage the employees within assigned unit/department and to persuade and negotiate with peer level managers and department heads on issues and programs that impact assigned unit/department.