



Novant Health is a not-for-profit, integrated healthcare system made up of 14 medical centers, 1,500+ doctors in 500+ outpatient locations including numerous outpatient surgery centers, medical plazas, rehabilitation programs, diagnostic imaging centers and community health outreach programs. Novant Health has over 28,000 employees that provide care for patients and communities in North Carolina, Virginia and South Carolina.

The mission of Novant Health Foundation is to empower and connect donors to programs and initiatives that save and improve lives in the communities we serve. Novant Health Foundation is made up of six regional foundations focusing on the critical needs of five primary causes: cancer, heart & vascular care, women & children, research & education, stroke & neurosciences.

Novant Health Presbyterian Medical Center Foundation is seeking an experienced Development Program Manager to be a part of a dynamic fundraising team in Charlotte, NC. This person will report to the Chief Development Officer for the Greater Charlotte Market.

The Development Program Manager is responsible for assisting in the development and execution of the comprehensive fundraising plan for the Novant Health Presbyterian Medical Center Foundation for the Greater Charlotte Market. This includes supporting any major gift initiatives, including, but not limited to, campaigns and planned giving.

Additional Responsibilities:

- Building the major gift pipeline through active management and development of annual and major donors for the Novant Health Presbyterian Medical Center Foundation in the Greater Charlotte area.
- Cultivate donors and prospects with an annual capacity greater than \$25,000; Qualify prospective donors for the pipeline to achieve and sustain major philanthropic support for the Foundation;
- Solicit gifts of \$25,000 or greater for assigned programs;
- Establish and execute individual strategies for a portfolio of a minimum of 75 prospects and donors;
- Management of specific Foundation programs and projects;
- Serve as a Foundation liaison to a specific medical center within the Greater Charlotte market;
- Identify, qualify, cultivate, solicit and steward prospective and current donors, to achieve philanthropic goals for assigned programs, major fundraising initiatives and special projects;
- Build strategic relationships and alliances with physicians and clinical teams to identify and cultivate grateful patients and families.
- Meet or exceed established fundraising goals; in order to achieve goals, the manager will work closely with PMC Foundation team members and clinical teams, developing case statements, facilitating meetings and other development activities.
- Maintain attention to detail as well as a grasp of big picture issues, while advancing individual relationships along the continuum of donor activity.
- Maintain and provide appropriate documentation for audits and annual reports;
- Exceed core customer service responsibilities, standards and behaviors with communication, understanding, sensitivity, teamwork, ownership, motivation, excellence and respect to donors, volunteers and teammates;

Requirements:

- Minimum of five years' experience in health care fundraising is preferred; five years of major gift and/or planned giving experience is required;
- Demonstrated experience in soliciting and closing major gifts of \$25,000 or more; planned giving expertise is highly desirable;
- Ability to work both independently without close oversight, and as a team player who will productively engage with others at varying levels of seniority within and outside Novant Health;
- Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and Novant Health Foundation;
- Ability to take initiative and to manage multiple tasks and projects at a time;
- Proven ability to work collaboratively within an organization; exceptional interpersonal skills that create credibility and trust; ability to build and maintain relations with donors and team members;
- A development professional that is donor-centric and excels in a team environment;
- Excellent interpersonal and organizational skills; Strongly developed written and verbal communications skills; a persuasive, credible and polished communicator;
- Willingness to learn. Accepts and respects diversity without judgment.
- Self-starter who is results-oriented; Excellent time management skills;
- Passion, enthusiasm, focus, creativity, and a positive outlook;
- Experience using Raiser's Edge or similar development database programs. Proficiency in Microsoft Office Suite;
- Ability to respect confidential information. A commitment to providing services in accordance to the mission and goals of the organization;
- Undergraduate four-year required;
- Certified Fund Raising Executive (CFRE) certification is preferred.