Foundation Development Specialist

The **Methodist Healthcare Foundation** serves as the fundraising arm of Methodist Le Bonheur Healthcare, a faith-based, non-profit, comprehensive healthcare system serving the Memphis and Mid-South community. The Foundation exists to enhance and sustain the mission of Methodist to provide quality, compassionate care to every patient—regardless of their ability to pay. The Foundation deploys various fundraising activities, including annual giving, major gift strategies, and special events, to raise support for needs across the healthcare system and in the community, including support to: advance areas of clinical care, capital projects, and community health programs.

The **Foundation Development Specialist** is responsible for managing, supporting, and implementing research and programs to drive philanthropic revenue to the Methodist Healthcare Foundation to include prospect research, grateful family and patient relations, launch of Foundation volunteer recruitment, raising funds to support hospital and service line needs, and administrative and fundraising event support. Specialist will model appropriate behavior as exemplified in **MLH Mission, Vision, and Values**.

Minimum starting salary - $55,000

**Education/Experience**

- Must have a Bachelor’s degree in Business Administration, Marketing, Public Relations, Non-Profit, or related.
- Must have at least two (2) years of experience in non-profit fundraising, marketing, public relations, advertising, or other related experience.

**Knowledge/Skills/Abilities**

- Ability to collaborate with individuals and groups of people to work towards the accomplishment of work and organizational goals.
- Ability to communicate complex material to all levels of management and outside parties, both verbally and in writing.
- Ability to plan, schedule, manage, organize multiple tasks and projects, and maintain control of workflow.
- Strong interpersonal skills with an interest developing strong relationships within and outside of the organization.

**Key Job Responsibilities**

- Under supervision of Director of Major Gifts, conducts and shares prospect research, including management of routine screening efforts, to support the Foundation team’s efforts to secure major, corporate, and planned gifts.
- Assists the Foundation President in general administrative and office duties.
- Assists in the development and growth of the Grateful Patient and Family program.
- Coordinates and manages the new Foundation volunteer program.
- Serves as a fundraising contact for assigned hospital.
- Lead fundraising efforts for a specific service line or multiple areas of care.
- Serves as a support role for Foundation fundraising events.
- Performs other job functions as assigned or requested.
Our mission is to support the life of Methodist Le Bonheur Healthcare by inviting community philanthropic partners to invest in the parts of our mission that demand enhancements in research, facility or programs. The Foundation invites its partners to build the capacity of the healthcare system by communicating the bold faith of our founders and expansive vision of a more full and healthy life for the communities we serve.

Methodist Le Bonheur Healthcare’s goal is to improve every life we touch. And that starts with the lives of our Associates.

We believe that just one person can make a difference. That’s the Power of One. And we see each day as a new opportunity to make a difference in the lives of the people in our community. For over a century, we’ve served the health care needs of the people of Memphis and the Mid-South.

We provide our Associates with opportunities that help them maximize their potential both professionally and personally. Because we’re not at our best until you are at yours. That’s what the Power of One is all about.

MLH has been caring for patients and families regardless of ability to pay for more than 100 years. Guided by roots in the United Methodist Church and founded in 1918 to help meet the growing need for quality health care in the greater Memphis area, MLH has grown from one hospital into a comprehensive healthcare system with 13,000 associates, supporting six hospitals, ambulatory surgery centers, outpatient facilities, hospice residence and physician practices serving communities across the Mid-South. From transplants and advanced heart procedures to expert neurology services and compassionate cancer care, MLH offers clinical expertise with a focus on improving every life it touches.

We seek team members with a passion for helping others. At Methodist Le Bonheur Healthcare, we improve every life we touch through:

- **Strong Values**: Service, Quality, Integrity, Teamwork and Innovation.
- **Collaboration**: Pulling together as a team to achieve our goals. Here everyone is committed to going above and beyond.
- **Strength through Diversity**: We embrace, value, and respect the individual differences and unique contributions of everyone, and we know a diverse work force makes us stronger.
- **Faith**: Encouraging us to serve our patients and their families and improve the health of our entire community.
- **Opportunity**: An emphasis on training, continuing education and the many ways to grow a long-lasting and rewarding career with MLH.

For more information about this opportunity visit our career site at [https://www.methodisthealth.org/careers/](https://www.methodisthealth.org/careers/).