

Cheyenne Regional Seeks Executive Director for Foundation

Interested Candidates Must Apply At:

<http://cheyenneregional.org/careers/job-list/>

ROLE SUMMARY

The Executive Director (ED) of the Cheyenne Regional Medical Center Foundation is responsible for the day-to-day operations of the Foundation. The ED represents the Foundation and Cheyenne Regional Medical Center throughout the community and encourages a culture of philanthropy. The ED is hired and evaluated by the Board of Directors with responsibilities delegated to him/her by the Board of Directors. The Director is an employee of Cheyenne Regional and the health system CEO and the Board Chair shall collaborate as they deem appropriate to provide the day-to-day supervision of the ED.

CORE RESPONSIBILITIES

Establish and oversee policies and procedures related to the implementation and management of an effective professional fundraising program. Conduct research to identify major donor prospects and obtain information concerning financial capacity, special interests, past history and current connections with the Foundation; maintain an active portfolio of major donor prospects and be responsible for a program of personal visits, relationship development, and solicitation and stewardship activities. Serve as the Foundations primary advocate/spokesperson in local and regional community in order to increase awareness, understanding and appreciation of the Foundation. Develop and oversee all Foundation communications and messaging. In conjunction with the Board, develop and maintain a multi-year strategic plan – with short and long-range goals – for the Foundation. Develop annual measurable objectives in the areas of annual giving, special events, capital projects and campaign donations, planned giving and grant awards to support reaching the strategic plan goals.

SKILLS, KNOWLEDGE, AND ABILITIES

- Familiarity and comfort with the greater Cheyenne community
- Demonstrated ability to manage people
- Demonstrated ability to develop relationships

MINIMUM REQUIREMENTS

- Bachelors (Masters preferred) degree in business, public policy, healthcare administration, or related field
- Seven or more years of successful fund development experience with three or more years in a responsible leadership role

Preference will be given to candidates that also display one or more of the following:

- Advanced academic degree
- Professional fundraising certification (CFRE or FAHP)
- Experience in health care philanthropy
- Experience working with a volunteer board
- Experience with fundraising software, i.e. Raiser's Edge or similar product