



Ranked #1 for Safety, Quality and Patient Satisfaction, Jupiter Medical Center is the leading destination for world-class health care in Palm Beach County and the greater Treasure Coast.

Outstanding physicians, state-of-the-art facilities, innovative techniques and a commitment to serving the community enables Jupiter Medical Center to meet a broad range of patient needs. Jupiter Medical Center is the only hospital in Palm Beach, Martin, St. Lucie and Indian River counties to receive a 4-star quality and safety rating from the Centers for Medicare & Medicaid Services (CMS).

Education

- Bachelor's degree preferred.

Experience / Qualifications

- Minimum 3 years of nonprofit experience, including a proven track record of donor, community and/or corporate cultivation and solicitation.
- Ability to exercise independent initiative and judgement
- Ability to represent Jupiter Medical Center and the Foundation with a wide range of constituencies in a manner that heightens the quality of the relationship and advances the positive perceptions of the Medical Center and the Foundation in the community
- Sensitivity and understanding of the diverse academic, socio-economic, cultural, and ethnic background of the community in general.
- Proven ability to interact effectively and work collaboratively in a comprehensive medical institution.
- Exceptional ability in strategic planning, project management and organizational skills
- Superior written communication and presentation skills with a keen attention to detail; commitment and ability to articulate the organization's mission and purpose.
- Tactful exercise of judgment and discretion with sensitive and highly confidential information
- Excellent interpersonal skills and the demonstrated ability to relate well with individuals at every level of an organization, both internally and externally
- Seasoned professional with the savvy, composure, and skill to navigate across a comprehensive organization.

Position Summary

The Major Gifts Manager reports to the Director of Major Gifts and in collaboration with the Philanthropy Team will execute a comprehensive solicitation program. The Major Gifts Manager solicits private monetary contributions through major and principal gifts, the grateful patient program, corporate sponsorships, capital, and endowment campaigns. The Major Gifts Manager, in collaboration with the Major Gifts Team, will support the \$500 million comprehensive campaign. In addition to identifying and cultivating potential benefactors, the Major Gifts Manager shall promote the involvement of community leaders and other advocates of the Jupiter Medical Center in enhancing the image and visibility of Jupiter Medical Center.

- Build and manage a portfolio of gift prospects (150+) to strengthen their ties to Jupiter Medical Center; devise opportunities that serve the donor's interests and the Medical Center's needs/campaign; serve as primary contact for assigned individual prospects; and be responsible for a minimum of 120 face-to-face visits annually with assigned prospects.
- Serve as a key member of the Jupiter Medical Center Foundation, establishing and maintaining effective and collegial working relationships with the management of Jupiter Medical Center.
- Identify, cultivate, and solicit prospective benefactors and connect them to Jupiter Medical Center.

- Where appropriate, assist with major individual donors and foundation officials.
- If necessary, travel regionally, to identify, cultivate, solicit, and steward individual donors to the Jupiter Medical Center.
- Ensure that all materials, including letters, proposals, and reports, are well-written, accurate and submitted in a timely manner.
- Contribute to the planning of high-level cultivation and stewardship events to further engage major gift prospects and donors in the Medical Center's work and more deeply connect them to the organization.
- Utilize the Raiser's Edge database and prospect tracking system to carefully assess the prospect pool and analyze fundraising effectiveness to assist the Major Gift Team in the forecasting of potential revenue as accurately as possible for strategic and operational planning purposes.
- Effectively communicate the goals and needs of Jupiter Medical Center to prospective donors, the business community, and the public; and represent the Jupiter Medical Center Foundation on various community committees.
- Effectively uses and role models current leadership techniques and theories, encouraging the decision-making skills of staff members and providing insight and leadership in complex situations.
- Ensures that information disseminated to staff is reviewed for effectiveness and changed as needed.
- Understands and enforces hospital and personnel policies and procedures.
- Serve on hospital and Patient Care Services committees, teams, and work groups as requested.
- Performs other duties as assigned.

Leadership Competencies

Establishing Relationships

Builds effective networks, working relationships, and alliances with a broad range of stakeholders (both internal and external) in order to collaborate effectively within divisions and across boundaries. Can relate to all kinds of people regardless of background; find topics and common interests to build rapport with others.

Developing Talent

Provides guidance and feedback to help others strengthen knowledge/skills needed to accomplish tasks, solve problems, and perform effectively.

Inspiring and Motivating Others

Fosters commitment and cohesiveness by motivating, guiding, and facilitating cooperation within the department toward goal accomplishments. Can persuade others, build consensus, and ensure cooperation from others to gain genuine acceptance to accomplish "win-win" solutions.

Demonstrating Emotional Intelligence

Exercises self-leadership, self-awareness, and self-regulation; manages emotions so that they are expressed appropriately; leads others by showcasing adaptability, empathy, and social skills.

Acting with Integrity

Interacts with others in a way that is seen as direct and truthful; ensures confidence in individual and organizational motives and representations. Acts in a way that is consistent with personal and organizational values by keeping confidence, promises, and commitments. Clearly states goals and beliefs; informs people of their true intentions, does what they say they will do; follows through on commitments.

Acting Strategically

Aligns day to day activities around broader organizational goals and objectives; prioritizes resources based on the strategic objectives of the organization.

Being a Champion for Change and Innovation

Supports people in their efforts to try new things. Generates novel and valuable ideas and uses these ideas to suggest new or improved processes.

Communicating Effectively

Speaks and writes clearly, conveys information in a concise, organized, and logical manner. Listens attentively and exercises tact, discretion, and diplomacy when interacting with members of the department and across the organization.

Promoting Diversity and Inclusion

Treats all people with dignity and respect by being fair and consistent. Demonstrates an open-minded approach to understanding people regardless of their gender, age, race, national origin, religion, ethnicity, disability status, or other characteristics. Challenges bias and intolerance. Develops all-inclusive groups in the realms of social interaction and communication. Shows respect for the beliefs of others; encourages and promotes practices that support cultural diversity; discourages behaviors or practices that may be perceived as unfair, biased, or critical toward people with certain backgrounds.

Holding Self and Others Accountable

Sets clear performance expectations and objectives for self and others; evaluates work performance and provides feedback when needed. Accepts responsibility and accountability.

Physical Requirements

Requires sitting for long periods of time, also stooping, bending, standing, and stretching. Must have manual dexterity for typing and computer data entry. Able to work under a stressful environment, work independently, capable of making sound decisions, be detail oriented, alert, and self-motivated. Ability to push/pull up to 40lbs., carry and lift up to 20lbs.

Threshold Requirements

- These threshold requirements are required and completed yearly basis
 - Annual Joint Commission mandatory education requirements, in-service and health requirements including attendance at new employee orientation
 - TB/PPD Surveillance Program
 - Maintenance of required professional licensing and/or certification(s).

This is not necessarily an extensive list of all responsibilities, skills, duties, requirements, or working conditions associates with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or require that other or different tasks be performed when circumstances change. I have reviewed these job requirements and verify that I can perform all essential functions of this position.

For more information or to apply, please visit <https://www.jupitermed.com/careers/>