



Position Title: *Executive Director*

Department: *Shoshone Medical Center Foundation*

Version No.: 1

Reports To: Foundation Board of Directors

Position Summary:

Responsible for administrative work and financial reporting; planning, organizing and directing fund raising activities and gathering support from the local community, private foundations and other sources in promotion of the Shoshone Medical Center Foundation through direct contact and social media. The position is 20 hours per week averaged throughout the year, with time periods before and after fundraisers being busiest, sometimes up to 40 hours a week.

Primary Responsibilities:

- Plans, directs and conducts fund raising activities for annual support. Including memorial gifts, special projects, annual fund-raising events, capital fund drives and social media campaigns.
- Educates individuals and companies about differed giving bequests, trusts, annuities and life insurance gifts. Coordinates the establishment of gifts.
- Directs and coordinates the approach to local individuals and corporations for charitable support and evaluates results and plans improvement strategies.
- Identifies needs that are appropriate for the Foundation; address and seek funding sources to support them.
- Prepares and directs mailings and brochures explaining and encouraging charitable giving.
- Plan and coordinate distribution of quarterly Foundation Newsletter.
- Monitors the availability of grants from federal and state governments and private foundations; coordinates the writing of grant proposals and presents them to funding sources.
- Foundation Community liaison, coordinating both internal and external programs to increase financial support.
- Report to Foundation Board and SMC Administration, in perpetuating its goals to provide ongoing support to expand SMC's quality of care.
- Meet all state and federal reporting guidelines.
- Attend local area Chamber of Commerce meetings as well as other civic involvement.
- Organize all SMC Foundation Board Meetings.

Qualifications:

- Knowledge of healthcare trends, public relations and development techniques
- Considerable knowledge of the local and surround communities within the service area and the people and resources available in them.
- Considerable knowledge of writing skills including grant proposal and letter writing.
- Considerable knowledge of verbal communications skills.
- Knowledge of accounting procedures, tax benefits and threats to charitable giving, proposed legislation affecting hospitals and funding.
- Ability to use personal computer and related software.
- Ability to travel within the regional area in order to call on current and prospective donors.
- Ability to relate to trustees, physicians, businessmen, private foundations, staff employees and patients.
- Ability to write effectively and creatively and be an accomplished public speaker and participant in discussions and negotiations.
- Ability to understand and deal with people from all social and economic levels and backgrounds.
- Ability to plan, organize and effectively present ideas and concepts to groups.

Education:

- High School Diploma or Equivalent

Experience:

- Previous financial reporting experience, working knowledge of non-profit organizations, advanced knowledge of QuickBooks, Excel, and Microsoft Word

License/Certification:

- CPR

Physical Demands/Work Environment: Check Boxes that apply to Job Description

- Must be able to lift up to 25 pounds
- Must be able to lift up to 50 pounds
- Must be able to lift up to 75 pounds
- Must be able to lift up to 100 pounds
- Frequent bending and stooping
- Ability to sit 80% of the work day
- Ability to work on feet 8-12 hours a day
- Ability to sit in front of a computer for long periods of time
- Ability to push stretchers and wheel chairs or heavy equipment
- Work on ladders
- Ability to transfer/position patients with or without assistance
- Potential exposure to contagious disease
- Exposure to acids, solvents, flammable materials and potential hazardous substances
- Ability to follow Personal Protective Equipment or PPE
- Potential exposure to unpredictable behaviors from patients and/or family
- Exposure to faulty equipment
- Exposure to Radiation
- Exposure to contaminated needles, glass and other hazardous materials
- Exposure to blood and bodily fluids
- Exposure to toxic chemicals
- Exposure to extreme heat or cold for short periods of time
- Exposure to noise levels and mechanical or electrical hazards