

Job Summary

The Manager, Donor Events and Stewardship is responsible for management of donor cultivation events and stewardship development within the Memorial Hermann Foundation, including cultivation, stewardship, and fundraising special events, prospective donor campus tours and experiences, donor retention efforts, and special projects. This position reports to a Director.

Job Description

Minimum Qualifications

Education: Bachelors degree in business or related field

Licenses/Certifications: (None)

Experience / Knowledge / Skills:

- Three (3) years experience in development/special events work in the health care and/or not-for profit sectors or related field
- Excellent verbal, written, and interpersonal communication skills to interact with senior management, board members, and other high level volunteers, donors, and prospective donors
- Proficient in PowerPoint, Word, Excel (specifically, mail merge), Outlook, and related software
- Excellent analytical, research, and keen organizational skills to execute multiple projects simultaneously
- Ability to work both independently and operate as a strong team member
- Capacity to develop and maintain positive and productive relationships with donors, vendors, volunteers, Board of Directors, and staff
- Ability to maintain the highest level of confidentiality and handle sensitive information
- Demonstrates commitment to the Partners-in-Caring process by integrating our culture in all internal and external customer interactions; delivers on our brand promise of "we advance health" through innovation, accountability, empowerment, collaboration, compassion and results while ensuring one Memorial Hermann.

Principal Accountabilities

- Plans, coordinates, and executes donor cultivation/stewardship and fundraising events.
- Creatively works within budget through scrutinized spending and maximizing partnerships to achieve and exceed Foundation goals.
- Oversees the management of volunteers responsible for events and activities and builds strong relationships with donors and volunteers to optimize fundraising and stewardship.
- Develops stewardship strategy to include but not limited to acknowledging donor special occasions, frequent written and oral communication, and creating donor experiences.
- Interacts professionally with physicians, volunteers, board members, Foundation staff, and members of the external community to include donors, prospects and their advisors.
- Provides overviews and project results via metrics, reports, and presentations to senior leaders and development staff.
- Demonstrates commitment to Memorial Hermann Foundation by integrating our culture in all internal and external interactions.
- Ensures safe care to patients, staff and visitors; adheres to all Memorial Hermann policies, procedures, and standards within budgetary specifications including time management, supply management, productivity and quality of service.
- Promotes individual professional growth and development by meeting requirements for mandatory/ continuing education and skills competency; supports department-based goals which contribute to the success of the organization; serves as preceptor, mentor and resource to less experienced staff.
- Other duties as assigned.

Apply at: <https://www.memorialhermann.org/careers>