Development Officer

Regular Full-Time
Professional
The Campbell Clinic Foundation, Germantown, TN, US
Reports to Executive Director, Campbell Clinic Foundation

DIMENSIONS/SCOPE OF POSITION:

The Campbell Clinic Foundation *moves lives* through orthopaedic outreach, education and research. Our work includes supporting a leading orthopaedic surgery medical residency and fellowship program; facilitating orthopaedic research; and coordinating events to make both orthopaedic care and training accessible. Our work moves patients worldwide, from a child born with scoliosis to an accident victim who has suffered multiple fractures; from the injured athlete eager to return to play, to the senior determined to stay active and flexible.

We are eager to elevate giving, stakeholder engagement and impact with a results-driven, enthusiastic fundraising leader and teammate. The Development Officer will raise funds through individual giving, alumni engagement, and education and outreach events.

The Development Officer collaborates with the Executive Director, Development staff, leadership volunteers and internal and external partners to facilitate programs that drive giving and donor retention. The Development Officer will support the Foundation's growth by cultivating, stewarding, closing and renewing gifts.

Interpersonal, communication and writing skills as well as the ability to manage multiple priorities, meet deadlines and work independently are essential for success in this role.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Secure gifts:

- Secures gifts and cultivation and solicitation of donations, foundation and corporate grants, and in-kind support.
- Identifies, develops and submits high-quality proposals and accompanying materials for individual donors; ensures compliance, fosters communication and implements strategies for sustained investment.
- Develops and manages fundraising campaigns, appeal letters, electronic/ digital communications and other materials to cultivate donors and renew and upgrade current donors.
- Accompanies and assists volunteers with solicitations of assigned prospects that include unrestricted annual giving, fund campaigns and event support. Assists as appropriate with major and planned gift prospects.

- Understands and applies donor strategies to align Foundation priorities and programs with donor interests and goals, including, but not limited to, restricted gifts, multi-year gifts and engagement.

Stakeholder Engagement & Foundation Ambassador:

- Enlists Campbell Clinic Foundation Board of Trustees' and leadership volunteers' participation in networking, identifying giving opportunities and cultivating donor prospects.
- Articulates and advances the Campbell Clinic Foundation mission through networking, use of Foundation communication platforms and storytelling.
- Partners with Foundation and Clinic team members in special projects aimed to drive investment in and awareness of the Foundation. Supports corporate and business relationships to augment CCF network and institutional giving.
- Plans and prepares donor recognition for websites, digital marketing, and collateral to acknowledge donors.

Program management:

- Increases revenue and donor engagement through key Foundation programs including, but not limited to Campbell Celebrates, Ingram Lecture, Visiting Professor Series, Memphis Turkey Trot, Orthopaedic Exploration Day.
- Enhances and grows annual leadership gift program which includes personalized cultivation and solicitation of donations among Campbell residency and fellowship alumni, patients, community members, and industry partners.
- Develops and implements thoughtful and creative strategies to diversify individual donor identification, cultivation, solicitation, stewardship, acknowledgment, recognition, and retention.
- Facilitates Foundation Friends internal employee giving circle to demonstrate appreciation and increase internal Foundation visibility and Campbell Clinic patient giving.

Research and Reporting:

- Identifies and tracks donor interactions, campaigns, communication and leads.
- Analyzes and utilizes donor, financial, wealth screening and relevant internal and external data to and insights to improve fundraising effectiveness.

SUPERVISORY RESPONSIBILITIES: Plan and implement programs and events in collaboration with internal and external partners. Recruit, motivate and prepare volunteers to support fundraising objectives.

QUALIFICATIONS:

Education and/or Experience: Bachelor's Degree required. Master's Degree Preferred; Five years minimum demonstrated success in fundraising, alumni relations, sales, development office administration, and/ or comparable relationship-building experience or an equivalent combination. Experience building and maintaining long-term relationships with stakeholders and donors. Embodies "5Cs," Foundation core values of Capable, Collaborative, Conscientious, Courageous and Curious. Contributes to overall Foundation mission

Language Skills: Able to communicate effectively in the English language.

Mathematical Skills: Basic arithmetic skills are required. Ability to understand and prepare project budgets and set and reach revenue goals

Reasoning Ability: Identifies and resolves problems promptly.

Computer Skills: Strong computer skills are required in Office 365 applications, donor software/ database applications, and programs and software used to create and make presentations, proposals and communication materials. Experience in digital communication tools a plus

Certificates, Licenses:

Other Skills and Abilities: Able to listen and respond well to questions and feedback.

Other Qualifications:

- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Organizes or schedules other people and their tasks; Balances multiple priorities; Coordinates projects and teams. Uses team organizational systems to ensure efficiency and timeliness of planning, communication and execution.

Goal-oriented and Motivated – Sets and achieves goals and objectives; Develops realistic action plans. Engages internal

Campbell Clinic offers a lucrative benefit package to support employees and their families.

- Medical / Dental / Vision Insurance
- HRA Option
- Flexible Spending Account
- Basic Life Insurance
- Voluntary Life Insurance Option
- Long-Term Disability

- Voluntary Short-Term Disability
- Accident Insurance
- Critical Illness Insurance
- 401(k) Plan Matching + Profit Sharing
- Employee Assistance Program
- Paid Time Off
- 8 Paid Holidays

Apply at:
https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=2abbf8b0-ba58-4b32-9383-e127c93cd6d2&ccId=19000101_000001&jobId=564949&lang=en_US