

Help lead health care into the future. As one of the largest nonprofit health systems in the country, caring for people is at the core of all we do. We are committed to diversity, equity and inclusion. If you're looking to leverage your abilities – you belong at Banner Health.

The Fund Development Coordinator in Banner University Medical Center in Tucson will support development and fundraising efforts for all of our Tucson facilities. The schedule for this position will be Monday through Friday from 8AM-5PM with occasional evenings and weekends needed for events. The Fund Development Coordinator understands fundraising and philanthropy and is responsible for calendaring, meeting scheduling, a high level of research of potential prospects and donors, data entry into our donor database including report generation, and assisting in planning small events like in-home receptions, check presentations, etc. Please bring your self-starting personality, organization, and great communication skills and apply today!

Location: Banner University Medical Center Tucson - 1625 N. Campbell Avenue, Tucson, AZ 85719

Schedule: Monday through Friday from 8AM-5PM

Banner Health Foundation fosters a spirit of giving by making health care solutions a reality. Caring for the future of Arizona since 1978, Banner Health Foundation is supported by the generosity of individuals, corporations, foundations and thousands of active volunteers. These charitable contributions are invested locally in Banner Health's nonprofit facilities and programs to advance the health and wellness of our community. Our Board of Directors oversees the Foundation's outreach efforts and provides counsel on management and strategic issues.

POSITION SUMMARY

This position plans, coordinates and assists with designated development activities along with providing administrative and operational support to the fundraising team. Additionally, this position will interface with community donors, sponsors and senior facility management team members.

CORE FUNCTIONS

1. Supports major gift officers and other development staff by coordinating development activities, appointments, special events, meetings and other engagements.
2. Prepares correspondence and reports as needed. This may include taking and transcribing dictation involving general business and healthcare vocabulary and a limited range of specialized terminology. This also includes distributing various reports, including department project updates, in a timely and accurate manner.
3. Serves as a resource to customer inquiries, both via phone and in person, directs to appropriate parties. Provides detailed information to the customer, requiring detailed knowledge of department's area of responsibility and general knowledge of company

policies, practices, and operations.

4. Manages leadership's and/or department's calendar, including coordination of meetings and appointments. May develop marketing materials and prepare summary data of attendance. May reconcile related invoices and expenses and arrange travel and hotel accommodations as necessary.

5. Coordinates and implements marketing strategies for each event to reach attendance and financial goals, as needed or directed.

6. This position has frequent interaction with, but is not limited to, employees, physicians, patients, visitors, community agencies, vendors, etc. This includes interaction with high-level community and business leaders on a regular basis at special events, individual meetings, as well as committee and board meetings. Position problem solves and makes decisions independently as needed for event planning and mission completion.

MINIMUM QUALIFICATIONS

Must possess a knowledge of nonprofit fundraising and administration as typically acquired through the completion of a bachelor's degree.

Must possess three years of experience in an administrative, fundraising, sales, marketing or nonprofit coordination/management role.

Must have excellent oral, written and interpersonal communication skills to effectively interact with departmental personnel and interact with the members of the community. Must have a working knowledge of personal software packages to perform the administrative functions described above. Must have the ability to multi-task in a fast-paced environment, while maintaining confidentiality and professionalism.

PREFERRED QUALIFICATIONS

Two years special events experience coordinating and implementing events along with multi-tasking in a fast-paced and complex environment. Fund development experience preferred.

Additional related education and/or experience preferred.

Salary Range - 25.03 - 31.29 - 37.55 USD Hourly

Job Link:

https://bannerhealth.wd5.myworkdayjobs.com/en-US/Careers/job/Banner-Foundation-Fund-Development-Coordinator_R103972?source=BannerAT52&_ga=2.185662249.1077424741.1599003417-151549774.1584489807

