



TUCSON MEDICAL CENTER

Position Description

SUMMARY:

The Manager Development serves as a key member of the TMC Health Foundation team directing the Children's Miracle Network (CMN) franchised fundraising program to support Tucson Medical Center (TMC) pediatric units and activities. This individual is responsible for the development, planning, design, and implementation of the CMN program, and will strategically qualify, cultivate, solicit, and steward CMN corporate partners to increase gifts to the TMC Health Foundation.

The ideal candidate will be energetic and enthusiastic, metrics-driven, and comfortable working in a dynamic, fast-paced environment. Candidate must be able to navigate a wide variety of business and social settings, have expertise in event logistics, and enjoy taking the message of TMC's pediatric care to individuals and organizations not yet familiar with its work.

This position manages a portfolio of 40-60 CMN corporate and small business partners with one support person. They must develop and implement thoughtful strategic qualification, management, and retention plans for corporate campaigns throughout TMC Health's Southern Arizona service area. They must ensure regular contact with CMN partners through various activities and communications, especially face-to-face meetings.

ESSENTIAL FUNCTIONS

- Lead, manage, and coordinate training, coaching, mentoring, and evaluation of CMN Coordinator staff position.
- Develop, oversee, and manage the CMN budget and other necessary short- and long-term budget planning processes to ensure continuity and growth of the CMN program.
- Coordinate and support the efforts of the annual giving/direct mail pieces by collaborating with the team on the design, writing, and mailing of all marketing and solicitation materials.
- Coordinate with TMC Health Communications Team to screen content; elevate and promote celebrations; connect with over 54,000 individuals supporting CMN; participate in hospital campaigns and promotions; attend meetings with hands on involvement; help with press announcements and interviews with hospital staff.
- Furnish prospective partners with supporting documents and promote on-site tours.
- Help secure sponsorship support from individuals and businesses to support TMC Health Foundation events.
- Adheres to and supports team members in exhibiting TMC Health values of integrity, community, compassion, and dedication.
- Adheres to TMC organizational and department-specific safety, confidentiality, values policies and standards.
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- Performs other duties as assigned or requested.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelor's degree preferred, or an equivalent combination of relevant education and experience.

EXPERIENCE: Three (3) to five (5) years' experience in fundraising, event management, or related field in a large non-profit institution. Experience with Raiser's Edge or other equivalent CRM system. Progressive experience and demonstrable success in sales or fundraising required.

LICENSURE OR CERTIFICATION: None required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of donor and/or customer relations.
- Working knowledge of all aspects of non-profit fundraising.
- Knowledge of non-profit organizations and laws governing non-profit organizations.
- Excellent writing, speaking, and listening skills.
- Excellent time management and organizational skills.
- Ability to make introductory phone calls to get appointments with partner prospects.
- Ability to main donor confidentiality.
- Strong interpersonal communication skills to interact effectively with CMN partners and represent the TMC Health Foundation.
- Written and oral communication skills with the ability to conceptualize and articulate in clear and simple way.
- Strategic and analytic thinking, organization, ability to motivate and gain cooperation from a wide range of individuals including physicians, health care workers, business owners/managers, administrators, and senior leadership to meet objectives.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment described here are representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel and talk and hear. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus. While performing the duties of this job, the employee may potentially be exposed to infectious organisms during routine and emergency situations. The noise level in the work environment is usually moderate.

TMC reserves the right to make changes to this document at any time in accordance with business needs. This document is not intended to list all duties of the job. It is descriptive only of the chief duties and responsibilities.

SALARY RANGE: \$59,404.80 - \$92,102.40 DOE.

APPLY: <https://jobs.tmcaz.com/manager-development-children-s-miracle-network/job/28865479>