

HOUSTON HOSPICE
POSITION DESCRIPTION

POSITION:	Philanthropy Specialist - Annual Giving (<i>Up to \$10,000 Level</i>)
REPORTS TO:	Vice President of Philanthropy & Community Engagement
FLSA:	Full time/ Exempt
salary range is \$65,000 to \$74,000 annually	

Summary: The Philanthropy Specialist is responsible for strategically growing the donor base, renewing and upgrading donor support, and strengthening relationships with Annual Giving donors. S/he is accountable for meeting annual donation goals for donors who contribute up to \$10,000 annually.

Please note to be considered for this position you must submit a cover letter.

Primary Tasks/Duties/Responsibilities:

- Promote and practice Houston Hospice's mission, vision, values, and goals.
- Understand and adhere to organizational privacy practices and compliance programs.
- Plan and execute all phases of the annual giving cycle, including identification, cultivation, solicitation, and stewardship.
- Design and manage a comprehensive direct mail program, Memorial Gifts, matching gifts, and recurring gifts program to secure new, renewed, or increased funding from individuals and businesses.
- Manage existing third-party and workplace-giving relationships. Identify and research new partners to increase donations.
- Collaborate with Vice President of Philanthropy & Community Engagement to establish annual revenue goals, benchmarks and regular reporting processes to measure annual fund activities.
- Work closely with Vice President of Philanthropy & Community Engagement to design and implement a *Hospice Team and Volunteer Engagement program in Philanthropy* to engage volunteers and staff in becoming ambassadors and supporters of the annual giving campaign.
- Plan and manage stewardship and recognition activities for donors (i.e. donor cultivation and appreciation events, personalized tours, anniversary/birthday cards, etc.)
- Develop and maintain an annual philanthropy calendar (appeals, campaigns, events, activities).
- Work with the Database Team to analyze data regarding annual giving programs and past giving trends to provide analyses of program results and to plan for future segmentation.
- Ensure accurate and timely gift entry, reporting and stewardship.
- Collaborate with Communications to create donor-centric messaging that supports appeals, newsletters, the annual report, impact reports, etc. Draft or edit appeal-specific thank you letters.
- Respond promptly and professionally to donor/client, resolving issues related to gifts, mailing lists, memorials, and other engagement opportunities.
- Maintain the highest level of confidentiality regarding donor and organizational information.
- Perform other job-related duties as required.

Qualifications:

- Bachelor's degree, or equivalent combination of relevant education, training, and experience.
- Minimum five (5) years of experience in annual giving and donor stewardship for gifts up to \$10,000 required.
- Proficiency in donor databases, preferably Raiser's Edge.

- Excellent verbal and written communication and presentation skills.
- Self-directed with the ability to work independently.
- Social media savvy, with the ability to engage and grow audiences across platforms to support fundraising and donor engagement efforts.
- Highly organized, detail-oriented, and able to manage multiple priorities.
- Strong initiative and customer service orientation.
- Effective self-organizer, with attention to detail, follow-through, and analysis
- Positive attitude and passion for playing a role in fulfilling the organization's mission.
- Reliable vehicle, valid Texas Driver's License, and auto liability insurance.

Degree of Travel: Travel to participate in meetings, presentations and events.

Degree of Disruption to Routine/Overtime: Typical, flexibility required.

Safety Hazards in Job: Possible late evening hours and traffic accidents.

KEY TO PHYSICAL REQUIREMENTS, ENVIRONMENTAL CONDITIONS & HAZARDS AND EXPOSURES:

Occasionally = 1%-33% of work time

Frequently = 34%-66% of work time

Continually = 67% - 100% of work time

PHYSICAL REQUIREMENTS

Sit Frequently

Stand, Walk Frequently

Bend/Stoop, Squat, Climb, Crawl

Occasionally Reach Above Shoulder Level, Kneel, Balance

Occasionally Lift, Carry, Push, Pull: Up to 20 lbs. Occasionally

Must Be Able To: See, Hear, Speak, Use One Hand, Use Both Hands Continually

ENVIRONMENTAL CONDITIONS

Involves Being: Inside Continually

Outside Occasionally

Exposed to Temperatures & Conditions Of:

32 Degrees F and less Occasionally

100 Degrees F and more Occasionally

Wet and Humid Conditions Occasionally

Noise and Vibrations Occasionally

Fumes and Dust Occasionally

HAZARDOUS EXPOSURES

Infectious Waste Never

Toxic Chemicals Never

Needles/Body Fluids Never

Chemotherapeutics and Radiation Never

Employee's Signature

Date

Manager's Signature

Date

Signed Original To: Human Resources

Copies To: Employee and Manager

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=23aed529-dffe-4a7f-aa2f-a3f005b515df&ccId=19000101_000001&lang=en_US