

Clara Maass Medical Center Foundation

Development Manager

Req #: 0000044435

Category: Professional / Management

Status: Full-Time

Shift: Day

Location:

Foundation, 1 CLARA MAASS DRIVE, BELLEVILLE, NJ 07109

Located in Belleville, Clara Maass Medical Center is a facility of RWJBarnabas Health and provides a complete continuum of care to residents of northern New Jersey. With over 700 physicians and 2,100 employees, we offer advanced treatment for a wide variety of medical conditions. Our facility includes centers for advanced wound care, sleep disorders, bariatrics, orthopedics cardiac services, cancer care, emergency services, and more. In 2017, the Medical Center completed a state-of-the-art campus expansion featuring a new four-story 87,000 square foot building with a private, 32-bed Intensive Care Unit, new Main Entrance and Lobby, Retail Pharmacy, Patient Registration Area and designated space to expand its Emergency Department, which is currently underway.

Clara Maass Medical Center has been recognized nationally for its quality and patient safety by Healthgrades and by the Leapfrog Group, having earned its twelfth Grade A in 2019. The Medical Center has received Disease Specific Care Certification from the Joint Commission for Acute Coronary Syndrome (ACS), Congestive Heart Failure, Hip Replacement, Knee Replacement, Cardiac Rehabilitation and Advanced Certification in Palliative Care and is listed by the American Hospital Association as one of Healthcare's Most Wired hospitals. In 2018, the Medical Center earned designation in LGBTQ Healthcare Equality from the Human Rights Campaign Foundation.

We have an opening for a Development Manager to join our team. Under the supervision of the Director of Development, the Development Manager will manage all logistics for the Foundation's two major fundraising events. The incumbent will be responsible for event-related revenue goals, committee management, timetables and action plans, printed materials, correspondence, and event setup. In addition, they will work with vendors, volunteers, hospital and foundation team members and community partners. Strong support of a donor portfolio will also be necessary, in addition to assistance with building the individual donor base, and managing Employee Campaigns.

You Will:

- Be responsible for planning and executing logistics and fundraising for cultivation and foundation events to achieve financial, donor and attendee goals. Current events include a golf outing and annual tasting gala;
- Develop and manage a portfolio of individuals and corporations;

- Conduct thorough, timely and appropriate follow up with potential donors;
- Along with DOD, develop donor tours that align with donor interests and hospital funding priorities;
- Work with the DOD to create a Physician s Council and Nursing Grateful Patient Program throughout the medical center;
- Other duties as assigned.

You Have:

- A Bachelor s degree or equivalent experience.
- Five (5) years progressive experience in a fundraising office, preferably in a hospital or higher education setting.
- Excellent writing skills; commitment to accuracy and attention to detail.
- Outstanding organizational, interpersonal, and communication skills.
 - The ability to work independently and as a team member.
 - The capability to handle multiple concurrent assignments and meet deadlines.
 - High level of energy, initiative, and creativity; a self-motivated, outgoing, creative, and results-oriented attitude.
 - Knowledge of Raisers Edge and NXT (preferred).
 - Strong ability using Microsoft software applications (Word, PowerPoint, Excel, and Outlook).
 - The flexibility to work occasional nights and weekends.

Additional Information:

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