



## **Foundation Relations Coordinator**

### **The Opportunity:**

Children's Hospital Foundation is seeking a foundation relations coordinator to work with donors and prospective donors, formulate fundraising strategies and play a vital role in advancing the mission of Children's Hospital of Richmond at VCU (CHoR). As a frontline fundraiser, you will develop long-term philanthropic relationships with existing donors and prospects and will work entrepreneurially to identify and cultivate new relationships focused on individual, family and corporate foundations as well as trusts and donor advised funds. Working in close partnership with Foundation colleagues, hospital leadership and clinical leaders, the foundation relation coordinator would ultimately seek to secure gifts of up to \$100,000. As a "generalist" fundraiser, the coordinator will work collaboratively across departments to manage the research, submission and stewardship of grants received. Success will be achieved by establishing and building long term donor partnerships and demonstrating that all levels of philanthropic support are leveraged to realize maximum impact for CHoR's mission.

### **The Ideal Candidate**

- A clear communicator who is comfortable working with physicians, leaders, and administrators to develop messaging focused on research, education, and clinical care
- Consistently work with and engage faculty to educate and prepare them effectively to deliver CHoR vision and goals to Foundation leaders and board members
- Passionate about children's healthcare and excited to be part of Children's Hospital of Richmond at VCU's vision to become a Top 20 Children's Hospital
- Facts and metrics driven with intrinsic motivation to seek out new information and research
- Strong ability to translate complex medical research and science concepts to multiple audiences
- Capacity to collaborate with colleagues and service line representatives to collect information for the foundation pipeline and to ensure accuracy
- Capability to write, edit and submit grant proposals to both new and existing foundation grant sources
- Works to ensure grant compliance with adherence to all stipulations and regulations related to successful grant submissions; helping to interpret and prepare information for donors
- Employs a comprehensive stewardship program to acknowledge, recognize and maintain positive relationship with institutional donors, including the submission of complete, accurate and timely reports
- Assists in developing briefing materials for site visits and meetings with prospective and current donors as well as maintains master calendar of grant proposals and reporting schedules

### **Required Education and Experience**

Bachelor's degree

Microsoft Office and experience with constituent management databases

Excellent written and verbal communication skills, including experience in writing, editing and data reporting

## **Preferred Education and Experience**

Experience within a health care and/or children's hospital fundraising environment

## **Additional Requirements**

- Intellectual curiosity
- Comfort working in a complex, matrixed organization
- Demonstrated ability to relate well and respect individuals from diverse backgrounds
- Effective communicator with the ability to translate the academic and clinical missions to lay and professional audiences
- Must possess initiative, leadership, creative energy, well-refined organizational skills and strong interpersonal skills
- Fast paced and results oriented with the ability to work in a timely manner with multiple deadlines and competing requirements
- Strong written, presentation, verbal, organizational, and interpersonal skills
- Demonstration of good judgement, professionalism and the highest standards of ethical conduct

## **Schedule:**

Position is primarily remote with monthly and occasional onsite meetings.

## **About Children's Hospital Foundation:**

Children's Hospital Foundation is an independent 501(c)3 that works to maximize philanthropic impact in children's health at Children's Hospital of Richmond at VCU. We are dedicated to raising and stewarding philanthropic resources that will enable CHoR to become a top, nationally ranked children's hospital. With roots going back more than 104 years to the incorporation of Richmond's original children's hospital on Brook Road in 1920, we are proud to work with generous members of our community to drive excellence in patient care, education and research.

Children's Hospital Foundation is currently engaged in a \$100 million capital campaign to fund construction of the Wonder Tower, CHoR's new home for inpatient, emergency and trauma services. Opened in Spring 2023, the new facility completed an entire city block—one million square feet—dedicated to the care of children.

## **Salary range:**

From \$50,000; competitive and commensurate with experience

To apply, please email a resume and cover letter to [careers@chfrichmond.org](mailto:careers@chfrichmond.org). Review of applications will begin immediately and will continue until the position is filled.

*Children's Hospital Foundation is an equal opportunity/affirmative action organization providing access to employment without regard to race, color, religion, national origin, age, sex, political affiliation, veteran status, genetic information, sexual orientation, gender identity, gender expression, or disability.*