



Lake Region
HEALTHCARE

Foundation Development Director

Position Profile

December 2022



Contents

03 The Opportunity

04 Position Summary

06 Candidate Qualifications

07 About Lake Region Healthcare Foundation & Our Enterprise

The Opportunity

The Lake Region Healthcare (LRH) Foundation needs an engaged, resourceful, and forward-thinking philanthropy leader.

Reporting directly to the VP of Marketing & Communications and working in collaboration with the LRH CEO, other leaders and the Foundation Board Chair & Board Members, this leader will have responsibility for leading, developing and implementing an effective enterprise philanthropy program to support the financial stability of Lake Region Healthcare, its affiliated companies, and subsidiaries.

The Foundation Director will work closely with the enterprise collaborative leadership team who embrace the organization's mission, vision, and values.

This will be a unique opportunity to lead and to actively engage in the development and implementation of a new fundraising model and build on the vision for the role of philanthropy in our organization. This will be critical to help meet the operating & capital needs and further the strategic initiatives to position our enterprise to be successful in facing the challenges of the healthcare industry today and in the future.

Another rewarding element of this position is the opportunity to mentor current staff and foster their career advancement in the field of healthcare philanthropy.

Position Summary

The Development Director (DD) will collaborate with the Chief Executive Officer, physician leaders, and the collective management teams to ensure the continued growth and refinement of philanthropic support to help improve the health of people in the communities and regions we serve. Lake Region Healthcare is committed to remaining a strong and independent, community-based healthcare organization, and the DD will further that mission and vision, and work as part of a larger team to further the mission and vision with donors both internally and externally. Areas of responsibility will include (along with others as assigned):

- development and execution of a fundraising model designed to meet the goals and objectives of the enterprise
- creation and implementation of an annual philanthropy plan
- collection & interpretation of meaningful data to drive growth
- development of multi-year fundraising priorities, including specific tactics and strategies to increase funding in all programs
- cultivating, rating, soliciting, and stewarding prospects and gifts to measure and manage fundraising efforts within the organization
- manage a portfolio of active and prospective principal and major donors
- continuous identification, cultivation and solicitation of major gift prospects
- leadership of fundraising initiatives and programs to include principal and major gifts, annual giving, corporate and foundation relations, board development, campaigns and special events, grants, planned-giving, pledges and other future gift commitments
- collaborating with Foundation coordinator to conduct special events designed to raise funds and/or recognize donors
- development and review of annual budget
- tracking of goals to measure success, align work and adjust tactics
- collaboration with volunteer Foundation president to develop agendas, reports, and minutes for committee & board meetings
- partnering with leadership and financial teams to identify capital and operating needs of the organization in need of Foundation financial support and to allocate, track and report use of funds for those identified needs
- recommending policy regarding donor recognition programs, new fundraising initiatives, and financial & investment matters
- enhancing donor relationships and retention through programs, communications and events designed to recognize and appreciate donors
- directing and supervising all Foundational financial information systems, donor information files, acknowledgements and financial compliance reporting for audits and reports
- oversee and mentor Foundation Coordinator and/or other support staff in conjunction with VP of Marketing & Communications

Personal Characteristics

- Trustworthy
- Transparent
- Good listener – seeks input from others
- Strong leadership and management skills
- Charismatic
- Ability to prioritize and delegate effectively
- Be adaptable to change
- Professional and accountable
- Provide visible and accessible leadership
- Effective communicator
- Exhibits mutual respect
- Problem solver
- Data driven
- Leadership
 - Recognize and support the organization's vision and personally exemplify the values of the organization.
 - Seek consensus and collaboration, but willingly accept accountability and be appropriately decisive.
 - High performance in all leadership competencies including organizational awareness, relationship & network development, accountability, analytical thinking, initiative, process improvement, change leadership and innovation.
- Trust
 - Inspire the trust of the executive leadership team, the governing boards, employees, medical providers, and the community.
- Community
 - Credibly reflect the organization in our local, regional, and state-wide communities.

Candidate Qualifications

- A person of enthusiasm and initiative who is open, accessible, and committed to transparency.
- Values-driven, entrepreneurial, and engaging with superb communications, persuasiveness, and organizational skills, high integrity, and work ethic.
- Able to work closely with volunteer leaders, senior administrators, physician leaders, and sophisticated, affluent donors.
- Has the confidence and expertise to guide and advise the CEO, Governing & Foundation Board, and system CFO through all phases of the development process.
- Highly motivated relationship manager with a strong commitment to advancing the organization's mission and strengthening its organization-wide culture of philanthropy.

- Operational focus, bias for action, and results orientation.
- High level of comfort with sales process, face-to-face asks, relationship-building and donor cultivation.
- Valid MN driver's license along with ability to travel locally, regionally and occasionally out of state for donor face-to-face meetings and to attend training & networking events.

Education, Knowledge, Experience and Abilities

Minimum Qualifications

- Bachelor's degree in fundraising/philanthropy, non-profit management, business administration, marketing/communications or related area. Commensurate work experience may substitute for all or a portion of the degree requirement.
- Three years' experience working in healthcare, not-for-profit or other industry performing fundraising, donor relations, business development and/or related responsibilities.
- Excellent communication skills.
- Strong writing and oral presentation skills.
- Strong organizational skills and attention to detail.
- Ability to set priorities and meet deadlines.
- Ability to embrace the culture and values of the enterprise as well as the ability to articulate the organization's mission.
- Willingness to engage in front-line fundraising and the ability to effectively research, identify, cultivate, solicit, and steward prospects and donors.
- Willingness to mentor current staff working advancement in organizational and philanthropic leadership.

RELATIONSHIPS

This position reports directly to the Vice President of Marketing & Communications. This position is highly visible in the organization and in the broader external community. It requires integrity, good judgment, professionalism, a positive image of service, respect for all types of persons, and confidentiality. This position will be expected to interact with many different constituents and interact with the Senior Leadership and Boards of Directors on a regular basis.

Both written and oral communication is critical for this position. The communications must be accomplished in a timely and accurate manner. This person must frequently make small and large group presentations and conduct meetings of/with various stakeholders. The person will require a high level of understanding of all aspects of the organization to be effective. The person must have the ability to work independently as well as a member of a team. All communications must be conducted with courtesy and respect.

This Position Reports to: Vice President, Marketing & Communications

Supervises and Mentors: Foundation & Volunteer Coordinator

Internal and External Clientele and Purpose of Contact: Governing Boards, LRH CEO and CFO, donors and prospective donors, patients, friends, medical staff, staff and partners of the organization, business and industry leaders, community leaders, and volunteers.

Worksite: May be full time onsite or hybrid onsite and remote.

Salary Information

Salary range is \$78,500 to \$128,000 based on experience.

For best consideration please submit an application, including resume & letter of introduction by January 4th, 2023.

About the Lake Region Healthcare Foundation

The mission of the Lake Region Healthcare Foundation is to gather, steward, and distribute resources needed to support and advance the mission of Lake Region Healthcare and its affiliates.

With the work of over a century gone by, Lake Region Healthcare continues its rich legacy of caring and planning for the future, focusing on providing the best possible access and scope of services for patients, clinical and service excellence, and maintaining a highly qualified and dedicated workforce.

The communities surrounding Lake Region Healthcare have been supporting the Fergus Falls Hospital since its inception in 1903. The reasons that attract donors and volunteers to the hospital are varied, but not wavering. The overriding theme is a desire to make a difference in our small corner of the world—Fergus Falls and the surrounding communities. If healthcare is crucial to our community, donating to the work of the hospital strengthens the community.

Total Current Assets: \$5 Million

Total Annual Fundraising Goal: \$500,000

Number of Staff Members: One full-time director and one .8 assistant