FULTON COUNTY MEDICAL CENTER
POSITION DESCRIPTION

POSITION TITLE: Grants & Donor Relations Manager
REPORTS TO: Executive Director of FCMC Foundation
REVISION DATE: Feb. 8, 2022

I. POSITION SUMMARY:
The Grants & Donor Relations Manager is responsible for the overall management of local, regional, statewide and national grants to governmental organizations, private foundations and corporations and donor stewardship on behalf of the Fulton County Medical Center Foundation and Fulton County Medical Center.

The Grants & Donor Relations Manager is the primary manager of the Development database, including entry and management of donations, notes, tasks, reports, mailings lists, and other needed functions as required.

The Grants & Donor Relations Manager coordinates the Development Committees’ volunteer work as needed to meet annual goals, including setting agendas, coordinating program logistics and speaker cultivation.

The Grants & Donor Relations Manager coordinates the Scholarship Program, setting agendas, managing the online application process, and serving as moderator for the in-person student interviews.

The Grants & Donor Relations Manager develops an annual foundation and grant calendar, works with the Programs team to coordinate implementation of grant award deliverables and ensures post-award compliance and reporting. Post award compliance includes compiling financial and non-financial data for the preparation of internal and external reports, preparing reports and success stories and grant invoicing.

The Grants & Donor Relations Manager works closely with the Executive Director on audits and proofreads Foundation communications as needed.

The Grants & Donor Relations Manager helps coordinate and staff all Foundation related events.

II. EDUCATION REQUIREMENTS/LICENSURE/CERTIFICATION/REGISTRATION:
College degree and experience in foundation-related responsibilities preferred (grant writing, capital campaigns, special events coordination)

III. CUSTOMER FOCUSED EXPECTATIONS (MISSION, VISION, VALUES):
While performing the essential functions of this position, the staff member must strive to keep the mission, vision, and values of the Fulton County Medical Center Foundation, and be committed to the improvement and best interests of Fulton County Medical Center, the health of the community and the services the Foundation provides.

IV. TYPICAL PHYSICAL DEMANDS (Subject to modification or accommodation as required)
1. Requires sitting, standing, bending, and reaching.
2. Occasional lifting and/or moving up to 25 pounds.
4. Knowledge and/or ability to operate simple to complex machinery.

V. TYPICAL MENTAL DEMANDS: (Subject to modification or accommodation as required)
1. Must be able to analyze many variables and choose the most effective course of action.
2. Handle diverse work issues on a daily basis. Ability to navigate donor concerns
3. May need to develop a flexible work schedule to meet various demands.
4. Must be able to communicate providing verbal feedback in a professional manner.

VI. WORKING CONDITIONS:
The noise level in the work environment is usually quiet. However, exposure to noise distractions and unpredictable behaviors will be experienced. Conveys a professional and positive image and attitude, and demonstrates commitment to professional growth and development.

VII. EQUIPMENT USED:
1. Computer
2. Telephone System
3. Printer
4. Facsimile machine
5. Copier
6. Calculator
INSTITUTIONAL AND/OR PROFESSIONAL STANDARDS

- Comply with regulatory agencies, and institutional and operating systems.
- Adhere to all Hospital Policies and Procedures as they apply to the area.
- Knowledge and adherence to Infection Control and Environment of Care Guidelines and Procedures as they are described in the annual education module.
- Protect patient/customer confidentiality.
- Comply with HIPAA regulations as they apply to the job.

PERFORMANCE IMPROVEMENT

- Adhere to current organizational Performance Improvement priorities
- Participate in quality studies through data collection
- Make recommendations and take actions to improve structure, system or outcomes

CUSTOMER SERVICE

- Demonstrate the values of the organization: respect, honesty, integrity, compassion, fairness, innovation and stewardship of our resources.
- Demonstrate commitment to serving the customer.
- Demonstrate excellence in communication with the customer.
- Create a welcoming environment for the patients, family and other interdisciplinary team members

ESSENTIAL FUNCTIONS

1. Manages the grants program on behalf of the FCMC Foundation and FCMC

2. Perform various general grant administration functions such as invoicing, budget amendments, plan changes, program evaluations, etc.

3. Monitor grant budgets and expenditures to ensure targets are met

4. Update donor database with all grantor information, moves management steps, and stewardship activities

5. Responsible for all donations processing, deposits and reporting for Accounting personnel

6. Maintain administrator level proficiency of Donor Database, code gifts in accordance with the database policy, enter donor gift or pledges into donor database, update donor information regularly

7. Write and update Executive Director thank you letters, donor acknowledgement, and stewardship collateral

8. Create a variety of donor reports as requested by the Executive Director

9. Provide necessary donor information and statistics for internal and external reports, including Development Committees
| 10. | Manage the Development Committee meetings, including setting agendas, coordinating program logistics and speaker cultivation |
| 11. | Assist with all Foundation related special and cultivation events |
| 12. | Support the Executive Director in carrying out the regular duties of the Foundation department. Other projects as assigned to help meet the annual FCMC Foundation marketing growth goals each year. |

**Non Essential Functions:**

1. Participates in professional development activities:
   a. In-service classes or on-line courses.
   b. Shares knowledge with others.
   c. Reads in-house communications

2. Work Habits:
   a. Complies with attendance policies.
   b. Dresses according to the departmental dress code
   c. Organizes times, sets priorities
   d. Spends free time in a constructive manner

3. Initiative and judgment:
   a. Makes necessary work related judgments based upon factual information
   b. Completes assignments with minimal directions and in a timely manner
   c. Adapts to a changing work load