



## Position Description

**INDEX NUMBER:** 125.83.16

**DATE INITIATED:** 11/21/11

**DATE REVISED:** 11/21/11

### **IDENTIFICATION:**

Title: Foundation Executive Director

Department: Lake Chelan Community Hospital Foundation

Reports To: CEO / Foundation Executive Committee

**Position Status:** Salaried

### **SUMMARY:**

This position is responsible for supporting various activities of LCCH Foundation and promoting the Foundation mission and priorities. Donor development, fundraising events, public relations, and administration of donor, planned giving, and fund management agreements are the primary responsibilities. This includes coordinating Foundation events and building and supporting donor relations at the direction of the Board. This position participates in the strategic planning process and is responsible for implementation of the plan and the achievement of planned results. In addition, this position performs at a level of independent judgment to coordinate administrative duties in support of the Foundation. This position will work a minimum of 24 hours per week. Regularly scheduled office hours during the business day are expected, however, work hours may vary depending on Foundation activities. Some evening and weekend hours may be required.

### **PRINCIPLE ACCOUNTABILITIES**

The Foundation Executive Director works closely with Foundation Board Members in supporting the Foundation and coordinating its efforts with the Lake Chelan Community Hospital and the community at large:

1. Develops and maintains Foundation meeting and events calendar.
2. Develops Foundation financial, personnel, administrative policies and procedures for board review and approval.
3. Prepares Donor Agreement and Designated Fund Management documents and reports.
4. As directed by the Foundation Board, contacts individuals and organizations within the community to fund donations. Maintains donor base.
5. Coordinates the logistical planning for board strategic planning, communications and fundraising events throughout the year, as well as attending these events and assisting on-site to ensure success of each event.
6. Coordinates joint activities with the Hospital and other organizations, as directed.
7. Researches and applies new communications approaches to promote the Foundation priorities.
8. Coordinates communications and/or events in Donor Relations Action Plans.
9. Writes correspondence, reports, brochures, flyers, media releases, newsletters and other documents.
10. Monitors quality assurance of all Foundation programs, reporting to the board and assuring correction of any identified deficiencies.
11. Identifies and informs self, staff and board about continuing education needs and opportunities to assure quality leadership in philanthropy, and compliance with all local, state and federal laws.
12. Supervises and evaluates performance of the administrative assistant
13. Performs other duties and responsibilities as assigned.

### **QUALIFICATIONS**

1. A four-year College degree is required.
2. Two recent years of administrative nonprofit experience is strongly preferred.
3. At least one year supervisory experience preferred
4. Demonstrated competence using Microsoft Office programs, including Word, Excel, and PowerPoint
5. Demonstrated competence using Microsoft Outlook.
6. Experience or training using Quick Books is preferred.
7. Experience using fund raising software programs is preferred.
8. Demonstrated competence in using customary office equipment such as computers, photocopiers, fax machines, calculators, dictation equipment, etc.
9. Experience in developing policies and procedures is preferred.
10. Ability to multi-task and complete assignments on a timely basis with constant interruptions.
11. Possesses strong organizational skills and maintains efficient operations in the Foundation Office.

12. Possesses the ability to maintain composure under stress.
13. Possesses excellent judgment and problem-solving skills.
14. Possesses excellent communication skills both verbally and in writing.
15. Possesses strong interpersonal and listening skills.
16. Possesses the ability to maintain confidentiality at all times.
17. Background through education or experience in marketing communications would be an advantage.

**LCCH MANAGEMENT STANDARDS**

1. Ability to define customers and establish department specific customer service standards (within the organization's framework). Trains employees to these specific standards and measures performance against those standards on an on-going basis.
2. Follows up on patient and family care/customer issues promptly.
3. Communicates job expectations to employees in advance and reinforces these expectations through regular and timely feedback and coaching.
4. Applies the formal disciplinary process, as necessary, using consultation with Administrative Supervisor and HR.
5. Allocates adequate resources to allow their employees to fulfill their job responsibilities safely and efficiently and to provide opportunities for growth and advancement.
6. Develops a department that supports LCCH's vision, mission and department goals.
7. Manages revenue and expenses to the established budget and reports and explains reasons for budget variances and planned corrective actions that will be taken.
8. Conducts regular department meetings on a schedule appropriate to the needs of the department, with a written agenda that includes sharing of departmental and hospital-wide topics.
9. Establishes other formal and informal mechanisms to encourage communication of information and concerns between management and employees.
10. Maintains 24 hour responsibility for departmental operations including staffing and scheduling.
11. Responsible for all educational processes relating to regulatory compliance to include 'New Employee Orientation', 'Annual Mandatory Updates' and continuing education. Awareness of current licensing and other required certifications for departmental staff.
12. Represents LCCH ethically in business and professional relationships.
13. Acts as a positive role model for the guiding principles, policies and procedures, work ethics and code of conduct.
14. Able to work effectively with and through others. A team leader with skills that foster and sustain a high-trust culture. Ability to bring out the best in others.
15. Manages an effective departmental Quality Assurance/Performance Improvement (QAPI) program that includes a focus on safety and patient centered care.
16. Enforces methods of protecting the confidentiality, integrity and security of confidential information as required by law, professional ethics and accreditation requirements as referenced in policies 215.29, 150.15 & 150.17.
17. Demonstrates understanding of and adherence to the elements of the Environment of Care and the relationship to the safety and security of our patients, their guests and our staff.
18. Embodies Lake Chelan Community Hospital's Planetree values of Personalizing, Humanizing and Demystifying the Patient Experience.

**DISCLAIMER STATEMENT**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

**REVIEWED BY**

*Deborah Cook, Director of HR*  
 (Signature and title)

**ADMINISTRATIVE APPROVAL**

*Kim Ann CEO*  
 (Signature and title)

**EMPLOYEE:**

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description and I am able to perform the job functions and meet the physical requirements without restriction(s):

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date