



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 100 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. Set to open in spring of 2023, the new facility will complete an entire city block—one million square feet—dedicated to the care of children.

Development Coordinator

The Development Coordinator provides project coordination and high-level administrative support for the communications, donor relations and corporate fundraising team members. This position will provide overall support to team members with specific areas of responsibility to include meeting and event logistics, calendar management and oversight, donor correspondence and reporting, and general project management.

Key responsibilities:

- Provide general administrative assistance to the communications, donor relations and corporate fundraising teams, including:
 - Providing calendar management and oversight
 - Managing and supporting meeting and event logistics, including internal team meetings, hospital tours, campaign kick-offs and more
 - Running relevant reports for internal and external audiences
 - Assisting with fiscal and budgetary operations
 - Developing and maintaining procedures for the corporate team to manage timely outreach to donors, including thank you calls, correspondence and other touchpoints
- Serves as a liaison between the communications/donor relations and corporate fundraising teams to support the fulfillment of community party benefits and overall donor recognition and stewardship
- Manages community inquiries that come in via web, email and phone and delegate as needed to appropriate team members, including in kind donations,

volunteer opportunities, fundraising opportunities and other overall requests for engagement with CHF/CHoR

- Offers general project management support through tracking of action items, preparation of materials and coordination with external vendors and collaborators.
- Supports the corporate fundraising team with opportunities as needed across the donor continuum, including assisting with travel itineraries and logistics, producing contact lists and updating the constituent database.
- Helps with the identification and coordination of volunteer opportunities for corporate partners, collaborating with the special events team as needed to help fulfill event volunteer needs.
- Provides ongoing direction and assistance to peers, donors and CHoR colleagues regarding donor related circumstances.

Required qualifications:

- Bachelor's degree, with a concentration in communications or related field preferred
- Excellent verbal and written communication skills
- Experience with Microsoft Office and constituent management databases
- Ability to participate in activities and special events oftentimes after hours
- Access to reliable transportation as needed to perform job duties
- Ability to work effectively and independently with the ability to manage multiple projects simultaneously
- Highest ethical standards, attention to confidentiality and willingness to fully comply with VCU's interpretation of HIPAA law as it relates to fundraising
- Must have demonstrated ability to develop and maintain effective working relationships with a broad spectrum of people, including team members, donors and other external audiences
- Emotional intelligence, empathy and ability to relate to individuals impacted by health experiences
- Demonstrated experience working in and fostering a diverse, equitable and inclusive environment

Preferred qualifications:

- Experience within a health care and/or children's hospital fundraising environment
- Experience with Blackbaud fundraising products, including Raiser's Edge NXT

Work type:

Children's Hospital Foundation is committed to providing employees with a supportive work environment focused on collaboration, efficiency and flexibility and therefore

deploys a designated team hybrid work model. This role will operate on a hybrid model that includes a combination of remote and on-site hours, based on a schedule set with their manager.

Salary range:

From \$42,000, commensurate with experience

How to apply

To apply, please email a resume and cover letter to careers@chfrichmond.org. Please be sure to list the position title in the subject. Review of applications will begin immediately and will continue until the position is filled.