



Foundation Administrator

Position Overview

- **Summary:**
 - This position is responsible for the daily operations of the Foundation office and supporting the various fundraising programs of the Cascade Medical Foundation (CMF), at the direction of the Foundation Board. This position is responsible for maintaining and recording accurate accounting of Foundation financials as well as promoting the Foundation mission and priorities. It also serves as a liaison between the general public and the Foundation Board and Board Committees, with the CMC Administration and staff and with other nonprofit organizations and local entities. This position participates in the strategic planning process and retreat planning and assists with the implementation of the plan and achievement of planned results. This position manages the vast majority of communication to supporters, between CMF and CM, and to the greater community through use of newsletters and other printed materials, social media, website updates, print media, video etc. When there are grant opportunities, this position writes the grant application, seeking information and input from key CM staff and working with outside entities when the grant is for a collaborative project. Also, this position does the reporting required for all grants received. This position manages the donor database, updating it regularly. This position works on appreciation functions in coordination with a CMF committee, both for donors and for CM staff. This position performs at a level of independent judgment to coordinate administrative duties in support of the Foundation and the fundraising events.
- **Reports to:**
 - Foundation Chair/Vice Chair. Director of Public Relations will serve as an administrative resource for the incumbent in this position.
- **Job Classification:**
 - FLSA: Non-Exempt
 - Hourly/Salary: Hourly

Responsibilities

- **Essential Functions:**
 - Operates and maintains the Foundation office in an organized and efficient manner, including ordering and maintaining appropriate office supplies and materials.
 - Schedules conference rooms for Foundation Board and committee meetings, including arranging beverage service for monthly meetings. Participates in meetings of the Foundation Board and committees, including preparation and distribution of materials in advance of the meetings as requested by the Board. Takes minutes when the CMF secretary is not in attendance.
 - Coordinates the logistical planning, promotion, and day of logistics of fundraising events throughout the year. Attends these events and assists on-site to ensure the success of each event. Generates new ideas for fundraising and streamlines activities to maximize operating efficiency. At the end of each event, prepares a summary report on successes and opportunities for improvement in future events.
 - Maintains accurate Donor Records for all charitable giving and communicates with donors.
 - Works with the Finance Committee to develop an annual budget. Tracks revenue and expenses to the established budget utilizing the current accounting software and reports and explains reasons for budget variances.
 - Maintains financial records for the Foundation using the current accounting and donor management software. Makes bank deposits to the Foundation accounts and sends acknowledgements of donation receipts on a weekly basis. Works with board members to write timely personalized thank you notes.
 - Maintains and prepares periodic auditable financial statements for presentation to the Foundation Finance Committee and outside auditors and adds the 990 to the website for public access.

- Receives, assists with, or directs inquiries from community members, local businesses, other foundations, and governmental agencies regarding Foundation business.
- Researches and applies new communications approaches to promote the Foundation priorities.
- Creates, produces and distributes reports, brochures, flyers, social media posts, website updates, media releases, newsletters and other documents, as well as utilizing videography, photography and radio promotion for Foundation projects and needs. Regularly reviews (at least monthly) and maintains the Foundation website. Works with business partners to support these efforts including but not limited to website services, graphic design, videography, printing services and translation services.
- Participates in Hospital activities to promote and describe the Foundation mission, projects and activities and to increase mutual engagement between Cascade Medical and Cascade Medical Foundation.
- Researches and performs grant writing to maximize potential grant opportunities. Does any follow-up work for received grants, including publicity and grant reporting.
- Collaborates with community entities that have shared values around community health, including but not limited to local businesses, Chamber of Commerce, City of Leavenworth, Cascade School District, local and regional nonprofits that directly support the Foundations mission
- Other duties as assigned

Qualifications

- **Required:**
 - Two years of current or recent office management and administrative experience
 - Associates Degree
 - Demonstrated competence using Microsoft Office Products such as Word, Excel, Outlook, and strong proficiency and accuracy with QuickBooks is critical. Experienced in working with graphic design programs to assist in designing promotional documents for Foundation activities.
 - Bookkeeping or accounting experience
 - Excellent communication skills, both written and oral, as proven through education or experience
 - Ability to understand and utilize data both to determine the ROI for fundraising activities and for requirements in grant applications
 - Planning, project management and processing experience
 - Multitasking ability with a keen sense of priority and overarching goals
- **Preferred:**
 - Four year degree
 - Background through education or experience in marketing communications
 - Website design experience
 - Bilingual

Professional Expectations - Shared Values

- ***Cascade Medical's (CM) mission is to provide a consistent, excellent patient experience. To achieve this mission, CM has established values and behavioral standards that are required to be met for each employee.***
 - **Commitment**—We demonstrate our pursuit of individual and organizational development by always going above and beyond to find the answer, discover the cause, and advocate the most appropriate course of action.
 - **Community**—We demonstrate our effectiveness and quality care in complete transparency with each other and in line with the broader values of our Medical Center.
 - **Empowerment**—We prove our promise to patients and our dedication to both organization and community through the manner in which we empower each other and carry out each action.
 - **Integrity**—We set a strong example of behavioral and ethical standards by demonstrating our accountability to patient needs and our devotion to performing alongside one another as we exhibit our high standards each and every day.
 - **Quality**—We demonstrate an exceptional and enduring commitment to excellence. We are devoted to processes and systems that align our actions to excellence, compassion and effectiveness on a daily basis.
 - **Respect**—We embrace equality on a daily basis through positive, personal interactions and recognize the unique value within each of our colleagues, patients and ourselves.

- **Transparency**—We demonstrate complete openness by providing clear, timely and trusting information that shapes the health, safety, well-being and stability of each other and our community.

Physical/Sensory Demands

Working Conditions

- **Physical Demands**

Instructions: The following letters indicate how often one of the Physical demands is used during a shift. Please fill in each demand with a letter that corresponds the foundation coordinator position. It does not need to be precise, an on average basis is good.

- O = Occasionally, represents 1 to 33% or 1 to 2 hour of an 8-hour workday
- F = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday
- C = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

Bending/Stooping/Crouching:

Carrying 25 pounds or less:

Carrying 25 to 50 pounds:

Carrying over 50 pounds:

Climbing:

Crawling/Kneeling:

Lifting: 25 pounds or less:

Lifting: 25 pounds to 50 pounds:

Lifting: Over 50 pounds:

Pulling/Pushing: 25 pounds or less:

Pulling/Pushing: 25 pounds to 50 pounds:

Pulling/Pushing: Over 50 pounds:

Reaching: Shoulder height:

Reaching: Above shoulder height:

Reaching: Below shoulder height:

Repetitive Movement:

Sitting/Standing:

Twisting/Turning:

Walking:

- **Physical Exposures**

Instructions: For the following physical exposures please state "yes" or "no" if the foundation coordinator position is exposed or not exposed to the following.

Bright Lighting:

Dim Lighting:

Cold:

Heat:

Harmful Physical Agents:

Hazardous Substances:

Infectious Diseases:

Ionizing/Non-Ionizing Radiation:

Mechanical Hazards:

Noise:

Unprotected Heights: