

Job Description

BMH HR Form 200-1

Position Title: Interim Director of the Boone Memorial Foundation for Healthy Living	
Department: 180-Administration	Last Revised: September 2, 2021
Position Type: Temporary	Compensation Type: Salary
Compensation: Commensurate with Education and Experience	
Reports To: Chief Executive Officer	
FLSA Classification: Exempt - Administrative	

Summary

Under the supervision of the Boone Memorial Hospital, Inc. ("BMH") Chief Executive Officer, the Interim Director of the Boone Memorial Foundation for Healthy Living ("Interim Director") will oversee the day-to-day operations of the Foundation in furtherance of the Foundation's mission and bylaws and those of BMH. The Interim Director will initially work alongside Boone Memorial Hospital Administration in the Foundation's formation, structure, and strategic planning. This temporary, six-month position may be converted to a regular, full-time position at or before the end of the six-month term.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

The Interim Director of the Boone Memorial Foundation for Healthy Living is expected to perform the following essential functions:

- Assists the Chief Executive Officer and Administration in the formation, structure, and strategic planning of the newly-formed Boone Memorial Foundation for Healthy Living
- Researches appropriate federal, state, and local governmental and private grant opportunities and provides application recommendations
- In taking the lead on all grant and giving opportunities, supervises and coordinates the necessary responses and data gathering from of all areas of the organization and from outside entities to complete grant applications effectively
- Oversees and directs the actions of all contractors and other third-party personnel to ensure compliance with contractual services provided
- Manages the appropriate use of all donated or granted dollars in compliance with federal, state and local laws, the Foundation bylaws, all other regulatory requirements and in accordance with grantors' requests, as appropriate

- Develops, maintains, and expands a working list of grant opportunities and existing/potential donors that could provide short- and long-term grant or giving opportunities
- Coordinates and directs social and public events related to the grant and giving programs, including but not limited to check donations, naming opportunities, fundraising events, social gatherings of groups of donors, and other related events
- Develops publicity plans and marketing materials (if necessary) as related to specific areas of responsibility
- Provides analysis and reporting for each initiative that allows for an objective assessment of initiatives and prepares revised plans for future initiatives
- Organizes and prepares reports for Foundation Board of Directors meetings

Competencies

- Budget development and management
- Ability to develop, implement, and manage a grant and donation tracking program
- Ability to effectively work well with other individuals, groups, and agencies to carry out the missions of BMH and the Foundation
- Excellent communication skills including writing, interpersonal, listening, and public speaking

Supervisory Responsibilities

- This position will not initially manage any direct reports; however, must be willing to supervise future staff which may be hired as the Foundation grows.

Physical demands

- Infrequent lifting (not to exceed) 20lbs and bending
- Prolonged periods of sitting at a desk and working on a computer

Travel required

- Approximately 60% of time may be spent traveling throughout the state of West Virginia and surrounding areas in meeting existing/potential grantors and donors and other key Foundation partners.

Required education and experience

- Minimum 5 years' experience in development role
- Experience in working closely with local agencies, organizations, and individuals in fundraising and other charitable events
- Established professional experience and proven ability to secure gifts
- Detail-oriented and skilled in organizing, planning, prioritizing, and managing multiple projects simultaneously

Preferred education and experience

- Bachelor's degree or higher
- 5 years' experience maintaining and managing a non-profit foundation strongly preferred

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Equal Employment Opportunity Policy Statement

Boone Memorial Hospital, Inc. provides equal employment opportunities to all personnel and applicants for employment and prohibits discrimination, harassment, prejudice, or behavior of any type based on race, color, religion, age, sex (including pregnancy), national origin, disability status, family medical history or genetic information, past or present military service, sexual orientation, gender identity or expression, family or parental status, political affiliation, or any other characteristic protected by federal, state or local laws.