

Wake Forest Baptist Health  
Foundation Director, Lexington Medical Center  
Lexington, NC  
<https://www.wakehealth.edu/>

**JOB SUMMARY:** Responsible for the development of relationships between the hospital and local donors and prospective donors. Manages all functions of the supporting 501c-3 supporting foundation or similar philanthropic advisory organization. Communicates health system philanthropic opportunities to donors and prospects and ensures growth of the donor/prospect base through cultivation events, donor relations/stewardship and engagement. Supervises staff to ensure planning/execution of key events and works in close collaboration with Office of Philanthropy central resources for all operational aspects of unit.

**EDUCATION/EXPERIENCE:** Bachelor,- degree with five years of progressive and applicable experience in fundraising or related fields. Prior event planning and board support experience preferred. Knowledge of the community preferred. Flexible work schedule to include evenings and weekends as needed is required.

**LICENSURE, CERTIFICATION, and/or REGISTRATION:** Preferred Bachelor,- in Non-Profit Management, Communication, Health Care Administration or related field

**ESSENTIAL FUNCTIONS:**

- Responsible for planning, administration, and coordination of the day-to-day delivery of philanthropy activities, cultivation and stewardship at Lexington Medical Center.
- Plans and manages to budget. Tracks and reports for organizational scorecard and benchmarking.
- Responsible for planning and execution of Lexington Medical Center Foundation meetings and activities. Works directly with the Foundation President and the Lexington Medical Center President to establish agendas, reports, and any needed Foundation communications.
- Manages assigned staff in the execution of events as well as operational support including donor and prospect data management and gift processing.
- Leads in coordination with the Office of Philanthropy and Alumni Relations and ensures communication and alignment.
- Coordinates and supports volunteers in the planning and execution of fundraising events and activities.
- Works in partnership with Medical Center leadership, Dir/AVP for Network Philanthropy, and Major Gift Officers to advance cultivation and relationship management of major gift donors and prospects.
- Ensures coordination with and compliance to Office of Philanthropy standards for fundraising operations, HIPAA compliance, legal requirements, etc.
- Ensures community awareness and understanding of the Lexington Medical Center mission and philanthropic needs. Works closely with Medical Center and Office of Philanthropy and Alumni Relations leadership to ensure broad community engagement.
- Introduces leadership to donors/prospects as appropriate for cultivation and/or stewardship.
- Participates in the planning and execution of key fundraising campaigns for specific projects and/or comprehensive needs.
- Works with Office of Philanthropy and Alumni Relations leadership to coordinate needed marketing and communication pieces for general purposes, campaign needs, and event support.
- To apply for this position, please click on the Apply Now button on this page. You must complete the application process and then submit your application by clicking on the Submit button located at the bottom of the page titled ,ÁSubmit Online Application,À. You will receive the following message once you hit the submit button: ,ÁYou have successfully submitted your job application,À.

Computers are available for applying within the lobby of the Human Resources Department located at 1920 West First Street, (on the corner of Miller and First Street) Winston-Salem, North Carolina 27104. You may also call our office for assistance at (336) 716-6464. Office hours are Monday-Friday, 8:00am-5:00pm.

If you are an individual with a disability and need reasonable accommodation to participate in the application process, please contact our Supervisor of Office Services by phone (336) 716-3367 or email at [accommodationrequest@wakehealth.edu](mailto:accommodationrequest@wakehealth.edu).

It is the policy of Wake Forest Baptist Medical Center to administer all educational and employment activities without discrimination because of race, sex, age, religion, national origin, disability, sexual orientation, gender identity or veteran status (except where sex is a bona fide occupational qualification or a statutory requirement) in accordance with all local, state, national laws, executive orders, regulations, and guidelines.