

Donor Coordinator
LMC Foundation
Full-Time
Day Shift
8am-5pm

Rated as one of the Top 25 Best Hospitals to work for in the U.S., Lexington Medical Center is a 438-bed state-of-the-art facility that anchors a countywide health care network, including five community medical centers and more than 70 physician practices, and employs more than 6,500 health care professionals.

Lexington Medical Center has a reputation for providing patients with the highest quality care and consistently ranks in the top 10 percent in the nation in patient satisfaction. For this commitment to exemplary patient care, Lexington Medical Center has received the prestigious Press Ganey Summit Award and the National Research Corporation's Consumer Choice Award. The hospital is also a leader in providing the most advanced medical technology and treatment options available in medicine today.

Conveniently located in the heart of the Midlands of South Carolina, Lexington Medical Center's main campus is less than 5 miles from the state's capital of Columbia.

Basic Function:

The Donor Coordinator will provide project and event support and develop, implement and analyze projects/events to ensure successful outcomes and ongoing process improvement.

Qualifications:

- An Associate's degree (A.A.) or equivalent from two-year college or technical school. Bachelors Degree preferred.
- Plus two years' experience in program or special project management, communications and event planning or related experience.
- Familiarity with budgets and grant reporting preferred.
- Ability to work with and coordinate activities of multiple groups including Foundation and Community Relations Staff, volunteers and other stakeholders.
- Ability to be flexible, positive, take initiative and demonstrate good judgment and practice critical thinking.
- Excellent written and verbal skills and the ability to communicate ideas in a clear and organized manner to internal team and external constituents required.
- Excellent computer skills are required, including Microsoft Word, Excel, PowerPoint, Outlook and social media programs with fundraising software experience preferred.
- Experience in healthcare and/or foundation setting a plus.

Duties and Responsibilities:

Provide support for overall special projects and events, including donor related and fundraising events, annual scholarship application and awards process, internal and external grant tracking and Employee Care Fund.

Provide support for team leadership.

Assist in project coordination, communication, and preparation of written and electronic materials and reports.

Develop marketing materials such as e-newsletters, LMC Intercom and Lexington Chronicle for donor communication.

Assist with preparation and provides accurate and up to date information for internal grant reports.

Assist with the execution and implementation of annual scholarship application and awards process.

Maintain administrative workflow by studying methods; implementing cost reductions; developing reporting procedures.

Establish and maintain a well-planned operations calendar.

Communicate timeline changes and new information to team: track project changes and adjust schedules as needed.

Record and follow-up on action items accordingly.

Responsible for organization of all project documentation, collecting and updating as appropriate.

Other duties as assigned

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