OSMA JOB DESCRIPTION

SUMMARY

This position, under the direction of the Foundation Board, will have the opportunity to help guide and build the future focus of the Foundation in terms of both development and programming. While initially working as the sole dedicated Foundation staff person, the position will work collaboratively with staff from the Ohio State Medical Association, including its chief executive officer, legal counsel, education and finance directors and marketing/communication teams.

ESSENTIAL DUTIES & RESPONSIBILITIES

The Foundation Director has four main responsibilities:

- Create and management of a well-coordinated strategic development plan to cultivate and solicit support from individuals, foundations, corporations and government sources;
- Prepare the foundation budget for board approval;
- Oversee programming activity including compliance; and
- Manage governance including board and committee activities.

Provide the expertise to advance the Foundation’s interests by researching and identifying sources of support, proactively seeking opportunities to generate funding and subsequently maintaining strong communication ties with both individual and foundation/corporate/grant supports.

Develop relationship and communicate with the AMA Foundation and State Medical Association Foundations around the country. Collaborate with Foundation Board and OSMA staff on development, programming, governance, compliance, communication, marketing and accounting.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations made to enable individuals with disabilities to perform the essential functions.

EDUCATION & EXPERIENCE

Bachelor’s degree (B.A.) from 4-year college or university and 3-5 years progressively responsible fundraising, business development and/or sales experience. Successful corporate and/or foundation experience preferred.
TECHNOLOGICAL SKILLS

To perform this job successfully, an individual should be energetic, ambitious, goal-oriented and creative, with the ability to work both independently and collaboratively, with a talent for building strong and productive relationships across constituencies.

To perform this job successfully, an individual should:

- Knowledge of cultivation, solicitation, and stewardship strategies and techniques, particularly in the area of individual, corporate and foundation fundraising techniques.
- Ability to write proposals for varied proposal development. Excellent oral and written communication skills.
- Demonstrate knowledge of methods, practices and procedures for obtaining information about the giving programs of corporations and foundations.
- Self-motivation and discipline to regularly set and achieve work goals.
- Excellent organizational, interpersonal and networking skills with large groups as well as with individuals and maintain a high level of poise and professionalism in all circumstances.
- Ability to initiate and build relationships with prospective individual, corporate and foundation donors, and interact via telephone and in person with institutional representatives.
- Demonstrate ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.
- Demonstrate record of success in generating significant commitments from individuals, corporations and foundations.
- Ability to work collaboratively in a team setting.

PHYSICAL DEMANDS

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate at the OSMA office.

OSMA DISCLAIMER

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent will be asked to perform other duties as required.