



Job/Position Description

Position Title: Development Coordinator	Department Name: Foundation
UPH Affiliate: Methodist Proctor	Department Number:
Effective Date: 12/31/2018	Review Date(s):
Prepared By: Kate Carroll	Approved By:
Position Reports To: Director of Development	

Description of Position: Provide a "snapshot" or the principal purpose or focus of the position, consisting of no more than three to five sentences. This summary should provide enough information to differentiate the major function and activities of the position from those of other positions.
The Development Coordinator plays a vital role on the UnityPoint Health – Methodist Proctor Foundation team. This person is responsible for planning and implementing a program of identification, cultivation, and solicitation of grants from private, corporate, and government sources to support the work of the UnityPoint Health Methodist Proctor Foundation. This person will also support a program of donor acquisition and cultivation and relationship building of all UPH entities.

Essential Functions/Responsibilities: Essential functions are the duties and responsibilities that are essential to the position (not a task list). Do not include if less than 5% of work time is spent on this duty. Be specific without giving explicit instructions on how to perform the task. Do not include duties that are to be performed in the future. Duties should be action oriented and avoid vague or general statements.	% of Time (annually)
Manage and Write Grant Applications <ul style="list-style-type: none"> Serves as primary staff person responsible for all grant applications Serves as primary writer/proposal developer for all competitive and non-competitive grant applications in collaboration with program / clinical staff. Provides leadership in identifying and qualifying grant sources (public, private and foundation) to align with UPH regional, as well as corporate strategic plan and priorities Ensures all grant applications meet requirements of grant source Collaborates with UPH Corporate Grant Office and other affiliate grant writers on multi-affiliate grant applications Compile and analyze statistics and trends to aid in grant writing. 	40%
Support and Facilitate Donor Relations <ul style="list-style-type: none"> Solicit new and foster existing relationships with mid-level donors Support communication efforts with donors as needed Support implementation of Employee Giving Campaign Support work of Methodist College and Hult Center for Healthy Living Support Behavioral Health team in campaign fundraising initiative and grant support 	30%
Build Internal Partnerships <ul style="list-style-type: none"> Work closely with Hospital, Clinic, and College management and staff to develop grants Meet regularly with leadership to identify grant-worthy opportunities Research grant sources relevant to healthcare and both local and system strategic plans and priorities to bring ideas forward for leadership to review Works to return five times cost in grants annually 	10%

<ul style="list-style-type: none"> Provides grant consultation and assistance to areas within UPH Methodist Proctor 	
<p>Develop and Maintain Organized Grant Application and Data Collection Processes</p> <ul style="list-style-type: none"> Develop and maintain calendar of proposal and reporting deadline dates to ensure all submissions and reporting dates are met on time Coordinate with conflicting deadlines for grant applications as needed Establish and maintain reference resource for grant submission and reporting for all grants Coordinate with accounting staff on all financial reporting requirements Prepare all required reporting for grants Coordinates with clinical staff to maintain accurate data and timely documentation for grant reporting while maintaining patient privacy in compliance with HIPAA and other policies Develop and maintain appropriate data collection, reporting tools, and research instruments to ensure outcome measures for reporting 	10%
<p>Basic UPH Performance Criteria</p> <ul style="list-style-type: none"> Demonstrates the UnityPoint Health Values and Standards of Behaviors as well as adheres to policies and procedures and safety guidelines. Demonstrates ability to meet business needs of department with regular, reliable attendance. Employee maintains current licenses and/or certifications required for the position. Practices and reflects knowledge of HIPAA, TJC, DNV, OSHA and other federal/state regulatory agencies guiding healthcare. Completes all annual education and competency requirements within the calendar year. Is knowledgeable of hospital and department compliance requirements for federally funded healthcare programs (e.g. Medicare and Medicaid) regarding fraud, waste and abuse. Brings any questions or concerns regarding compliance to the immediate attention of hospital administrative staff. Takes appropriate action on concerns reported by department staff related to compliance. 	10%
<p><i>Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.</i></p>	
<p>Demonstration of UPH Values and Standards of Behaviors Consistently demonstrates UnityPoint Health's values in the performance of job duties and responsibilities</p>	
<p>Foster Unity:</p>	<ul style="list-style-type: none"> Leverage the skills and abilities of each person to enable great teams. Collaborate across departments, facilities, business units and regions. Seek to understand and are open to diverse thoughts and perspectives.
<p>Own The Moment:</p>	<ul style="list-style-type: none"> Connect with each person treating them with courtesy, compassion, empathy and respect Enthusiastically engage in our work. Accountable for our individual actions and our team performance. Responsible for solving problems regardless of the origin.
<p>Champion Excellence:</p>	<ul style="list-style-type: none"> Commit to the best outcomes and highest quality. Have a relentless focus on exceeding expectations. Believe in sharing our results, learning from our mistakes and celebrating our successes.
<p>Seize Opportunities:</p>	<ul style="list-style-type: none"> Embrace and promote innovation and transformation. Create partnerships that improve care delivery in our communities. Have the courage to challenge the status quo.

QUALIFICATIONS:

	Minimum Requirements Identify items that are minimally required to perform the essential functions of this position.	Preferred or Specialized Not required to perform the essential functions of the position.
Education:	Bachelor Degree in Public Relations, Marketing, Social Work, Public Administration, Communication, Journalism or other related field required	

Experience:	1-3 years of experience in grant writing and contract administration to demonstrate a proven track record in securing new funding opportunities required	
License(s)/Certification(s):	Valid driver's license when driving any vehicle for work-related reasons.	
Knowledge/Skills/Abilities:	<p>Communication Skills</p> <ul style="list-style-type: none"> Adapt communication style when working with variety of personalities Maintain confidential information Communicate in a clear and concise manner Project a professional, helpful and friendly demeanor <p>Customer Service Skills</p> <ul style="list-style-type: none"> Serve customer / client / team members Solve problems quickly and efficiently Follow up with customer / client / team members as needed <p>Computer Skills</p> <ul style="list-style-type: none"> Intermediate computer knowledge Ability to troubleshoot minor problems with Windows OS Operates within network environment Basic / Intermediate knowledge of Excel, Word, PowerPoint, and other MS Office Apps Ability to learn new applications quickly and without difficulty. 	
Other:	Use of usual and customary equipment used to perform essential functions of the position.	

SCOPE: Position has supervisory responsibilities? Yes or No If yes, complete below.

Number of Employees Supervised (Complete if position has supervisory responsibilities of individuals)			
	Direct	Indirect	Total
Exempt			
Non-Exempt			
Total			

Budget Control (Complete if position has budget responsibilities)	
Annual Operating Budget (including payroll)	
Annual Revenue/Sales	
Other Scope Measurements	

Pertinent to the position, such as number of beds, number of units/departments, number of employees leading, cases per month, etc.	
Item	Number

Mental/Cognitive Demands: (List any special mental and cognitive abilities required by the position in your specific environment)
<ul style="list-style-type: none"> • Ability to cope with various degrees of stress • Ability to make fast decisions under pressure • Ability to cope with confrontation • Ability to manage altercations • Ability to concentrate • Ability to be flexible & adjust to change • Ability to cope with anger/fear/hostility of others in a calm manner • Ability to assist with problem resolution • Ability to work alone • Ability to demonstrate a high degree of patience • Ability to think analytically • Ability to work independently • Ability to handle multiple priorities in a stressful situation

WORKING CONDITIONS:

Physical Requirements (Check all that apply if essential to perform job – with or without accommodations)
<input checked="" type="checkbox"/> Talk/Hear (communicate, detect, converse with, discern, convey, express oneself, exchange information)
<input checked="" type="checkbox"/> See (detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, assess)
<input checked="" type="checkbox"/> Stand or Sit (stationary position)
<input checked="" type="checkbox"/> Walk (move, traverse)
<input checked="" type="checkbox"/> Use hands/fingers to handle or feel (operate, activate, use, prepare, inspect, place, detect, position)
<input checked="" type="checkbox"/> Climb (stairs/ladders) or Balance (ascent/descent, work stop, traverse)
<input checked="" type="checkbox"/> Bend/Stoop/Kneel
<input checked="" type="checkbox"/> Squat/Crouch/Crawl
<input checked="" type="checkbox"/> Reaching/Twisting
<input checked="" type="checkbox"/> Taste/Smell (detect, distinguish, determine)
<input checked="" type="checkbox"/> Pushing/Pulling

Lifting Requirements (Check appropriate category to perform job – with or without accommodations)
<input type="checkbox"/> Level 1; Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.
<input checked="" type="checkbox"/> Level 2; Light Work: Exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Requires walking or standing to a significant degree, pushing or pulling arm or leg controls or maintaining a production rate pace. Light work requires physical exertion of forces greater than that of sedentary work.
<input type="checkbox"/> Level 3; Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/> Level 4; Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Level 5; Very Heavy Work: Exerting in excess of 100 pounds of forces occasionally, and/or in excess of 50 pounds of force constantly to move objects.

Hazards and Atmospheric Conditions

(check all that apply)

<input checked="" type="checkbox"/> Normal Office Surroundings	<input type="checkbox"/> Vibration
<input type="checkbox"/> Exposure to Fumes	<input type="checkbox"/> Mechanical Hazards
<input type="checkbox"/> Exposure to Dust	<input type="checkbox"/> Chemical Hazards
<input type="checkbox"/> Exposure to Extreme Temperatures	<input type="checkbox"/> Electrical Hazards
<input type="checkbox"/> Wet and/or Humid	<input type="checkbox"/> Radiant Energy Hazards
<input checked="" type="checkbox"/> Noise	<input type="checkbox"/> Explosives Hazards
<input type="checkbox"/> Mists or Gases	<input type="checkbox"/> Burn Hazards

Other/Comments:
 Precautions must be followed when working in any health care environment.

OSHA Categories

(Complete this OSHA section for clinical/patient related jobs)

- Category I:** Duties performed routinely require exposure to blood, body fluid and tissue.
- Category II:** Normal routine involves no exposure to blood, body fluid or tissue, but exposure or potential for exposure may occur.
- Category III:** Normal routine involves no exposure to blood, body fluid, or tissue and as part of their employment, incumbents are not called upon to perform or assist in emergency care or first aid.

To Be Completed by Compensation Analyst

FLSA Designation:	Lawson Job Level:
Lawson Job Category:	Lawson Job Sub-Category:
Lawson Job Code:	Lawson Job Title:
Short Term Incentive Eligibility:	Union Affiliation: