

Donor Relations Assistant

SC-Philanthropy

New Bedford, MA

Admin/Clerical Support

Pay Grade: SC012

Full-time, Day shift, 8:00am - 4:30pm

Posted 01/24/2019

Req # 57215

At Southcoast Health, we acknowledge that our employees are what helps make us great!

We are searching for a Donor Relations Assistant to perform a wide variety of duties within and in support of the philanthropy Department under the general direction of the Manager, Donor Relations, or designee. Duties consist of providing database management and administrative support.

Education and/or Experience Requirements:

- Equal to completion of four years of high school plus additional specialized courses or training.
- Computer literate and technologically proficient in standard word processing, spreadsheet and database software applications.
- Excellent written and verbal communication skills.
- Good organizational skills are also required.
- Experience with fundraising and fundraising related software packages or databases is desired.
- Over three years experience is required.

Southcoast Health is a community based health delivery system with multiple access points, offering an integrated continuum of health services throughout Southeastern Massachusetts and East Bay, Rhode Island. For more than 100 years, we have provided quality, patient-focused care in a state-of-the-art environment. By uniting a single purpose and building an integrated system of services and resources, we have become one of the largest and fastest-growing health systems in Massachusetts.

Together We Are More.

- 311 years of hospitals' collective continuous services
- 920 + square miles of service across southern MA + East bay, RI
- 7400 + employees doctors, nurses, professionals in IT, Finance, HR, and more
- Top 5% of USA hospitals for 2017 clinical performance by Healthgrades

We are committed to providing our employees in MA and RI with optimal benefits that promote a healthy work/life balance and add value to our employees' lives.

- Generous Earned Time Off Package**

- Health, Dental and Vision Insurance*
- Tuition Assistance**
- Short Term and Long Term Disability Insurance*
- Life & AD&D insurance*
- Flexible Spending Accounts*
- 403B Retirement Plan with match
- HealthQuest Wellness Program
- Employee Assistance Program
- Employee Discount Program
- Career Development Opportunities

*Available to regular status employees who are scheduled to work a minimum of 24 hours.

**Available to regular status employees who are scheduled to work a minimum of 20 hours.

Are you ready to make a difference in your community? Join us in our strive to be more than medicine!

About Southcoast Health:

Southcoast Health is a community-based health system with multiple access points offering an integrated continuum of health services throughout Southeastern Massachusetts and parts of Rhode Island. Southcoast Health's mission is to promote the optimal health and well-being of individuals in the communities it serves. To achieve this aim Southcoast Health has built an integrated "Community of Care" that delivers safety, quality, convenience and an exceptional patient experience in an environment that offers the greatest opportunity for improved health.

Southcoast Health is comprised of four hospitals — Charlton Memorial in Fall River, St. Luke's in New Bedford, Tobey in Wareham and Southcoast Behavioral Health in Dartmouth — two Centers for Cancer Care, three Urgent Care Centers, a physician's network, an employed physicians group, a visiting nurse association and numerous additional ambulatory facilities and serves more than 719,000 residents in 33 communities covering over 900 square miles.

Southcoast Health is the largest provider of primary and specialty care in the region with more than 600 physicians, hospitalists and mid-level practitioners in the Southcoast Physicians Network — 450 of whom are employed by Southcoast Physicians Group (SPG). SPG unites Southcoast Health's primary care, surgical, and specialty services into one seamless, region-wide provider. SPG is comprised of a wide-range of specialties and offers advanced care locally. Physician practices are located throughout the South Coast region and parts of Rhode Island.

With more than 7,500 employees, Southcoast Health is the largest employer in Southeastern Mass., and the 16th largest employer in the Commonwealth according to the *Boston Business Journal*.

Southcoast Health is a not-for-profit charitable organization that depends on the support of the community to provide services. More information is available online at www.southcoast.org. Connect to Southcoast Health through social media on Facebook, Twitter and LinkedIn.

How to Apply: Candidates meeting the minimum requirements are encouraged to apply online at www.southcoast.org/careers:

1. Click on Position of Interest “Donor Relations Assistant”
2. Click Here to Apply Online
3. Complete the Application
4. Insert Cover Letter and Resume
5. Click Submit