



Nonprofit Consultants

EXECUTIVE SEARCH CONSULTANTS

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# Medical and Health Sciences Foundation

*University of Pittsburgh & University of Pittsburgh Medical Center*

## **EXECUTIVE DIRECTOR OF DEVELOPMENT MEDICAL AND HEALTH SCIENCES FOUNDATION, PITTSBURGH, PA**

*The University of Pittsburgh Medical Center (UPMC), a \$7 billion integrated health system based in Pittsburgh, PA, is internationally recognized for clinical excellence and, with its academic partner, the University of Pittsburgh (Pitt), is a leader in revolutionary health sciences research and training. Together these institutions are changing the future of academic medicine. **The Medical and Health Sciences Foundation** manages fundraising for this enterprise.*

### **FOUNDATION BACKGROUND**

In January, 2004, the Medical and Health Sciences Foundation (MHSF) was officially created as the fundraising entity responsible for the joint philanthropic ventures of UPMC and University of Pittsburgh Schools of the Health Sciences. The MHSF acts as the central source for patients, alumni, and friends to contribute to any clinical or research endeavor at either or both UPMC and Pitt. MHSF also fundraises on behalf of the University of Pittsburgh Cancer Institute, the McGowan Institute for Regenerative Medicine, and the Magee Women's Research Institute and Foundation. The MHSF raises \$100 million dollars a year and is responsible for \$981 million of the University of Pittsburgh's \$2 billion capital campaign. Currently, there are 65 staff people.

### **POSITION**

As a member of Senior Staff, the Executive Director of Development will report directly to the President of the Medical and Health Sciences Foundation (who is also Chief Development Officer of UPMC and Vice Chancellor for Health Sciences Development at Pitt). The Executive Director will have day-to-day responsibility for the Foundation's clinical major gifts fundraising activities. Major gifts to the MHSF are gifts over \$100K. The Executive Director leads the MHSF in the effort to expand the major gifts development program. The successful Executive Director will create strategic major gift development plans for short and long term fundraising initiatives and goals. The Executive Director will provide effective direction and motivation to the major gifts officers under his/her leadership and tutelage, currently a staff of 7 professionals. Individual major gifts are the primary responsibility of the position, with staff and portfolio management. The position interfaces with corporate, foundation, annual and planned giving. The Executive Director works with them to ensure fluidity of communication but is not responsible for direct solicitation in those arenas.

### **Strategy and Planning**

- Provide innovative and tactical leadership for the individual major gifts fundraising program by expanding and increasing staff, projects, and revenue.
- Design progressive and creative development plans and strategies for short and long-term fundraising initiatives from the comprehensive care programs, clinical research and medical advances that will appeal and ignite donor/patient interest.
- Oversee/monitor the development of action plans for each fundraising priority.
- Work closely with the clinical programs of UPMC and the University of Pittsburgh to fully grasp the opportunities for funding. Convert and translate the clinical needs and complicated science into language and approach that can be easily understood by prospects and donors.

## **Cultivation, Solicitation and Acknowledgment**

- Manage a substantial portfolio of donors and prospects. Lead the staff by example in cultivating, soliciting and securing major gifts.
- Utilize the full capacity of ADVANCE, the relationship management software of the MHSF.
- Establish an exceptional major gifts program to garner support from patient/family prospects and donors by designing related and specifically matched fundraising programs.
- Implement all aspects of major gifts fundraising including personal visits (which may include travel), direct mail campaigns, patient solicitation, and memorial and honorary giving programs.
- Recognize donors through appropriate action.
- Strategically create and host special events for the benefit of MHSF. Logistical support for events is provided. There are approximately 20 events per year.
- Work closely with patient relations, research, and IT management to identify prospective donors from hospital census.

## **Staff Management**

- Direct and supervise development professionals by instruction, motivation, and management to achieve MHSF fundraising goals.
- Set responsibility area goals and monitor progress of staff closely to ensure that the maximum resources are obtained for MHSF established funding priorities. Meet set goals within timeline established. Evaluate the performance of the staff on an on-going basis.

## **PERFORMANCE OBJECTIVES**

**Create a Comprehensive Management Plan.** Evaluate and assess the existing fundraising programs and make recommendations for future fundraising initiatives. When implemented, oversee progress and guarantee a successful outcome by meeting set targets and goals.

**Identify, Cultivate, Solicit and Acknowledge Participation in UPMC Clinical Programs and University of Pittsburgh Research and Academic Endeavors.** In pursuit of academic and medical excellence, plan cultivation, solicitation, and stewardship activities that publicize and recognize the academic research and clinical activities. Effectively instruct the staff on the process and techniques leading to successful, verifiable cultivation and stewardship.

**Establish and Sustain Relationships.** Demonstrate ability to successfully interact and gain the respect of the faculty and staff of UPMC and Pitt in order to achieve the funding goals of the MHSF. Garner contributions from philanthropic individuals for support of projects at UPMC/Pitt. Synthesize information about a prospective donor; make appropriate matches with UPMC/Pitt priorities; and, present giving opportunities to donors. Success is measured by increase in donations/contributions.

**Administer Policies and Procedures.** Following protocol established by the President of the MHSF, lead staff in understanding and implementing best practices of fundraising and office procedures that lead to a fluid organization. Manage the staff operations through the committed use of contact management software (ADVANCE).

**Participate in Organizational Planning.** Be knowledgeable of and familiar with all UPMC and Pitt School of Medicine programs to project this information to the public through marketing plans and publications. Use this familiarity to match and enhance donor interest level and support while promoting UPMC/Pitt recognition.

## **KNOWLEDGE, SKILLS AND COMPETENCIES**

Candidates must have demonstrated fundraising, management and leadership skills. Excellent verbal and written communication ability is required. The ideal candidate will have proven success in identifying, cultivating and securing individual gifts in a clinical healthcare organization. Hospital-based fundraising is preferable. Experience working with senior level executives in a complex environment is required.

Competencies include:

- Creativity
- Ability to deal with ambiguity
- Driven towards outcomes
- Integrity and honesty
- Politically savvy

## **COMPENSATION**

This position has a highly competitive salary and benefits package, commensurate with the level of skill and experience expected from applicants.

## **TO APPLY**

Individuals wishing to discreetly discuss this role may contact Michelle Heck, Dewey & Kaye, 412.434.1335 or [mheck@deweykaye.com](mailto:mheck@deweykaye.com). Qualified individuals may apply confidentially by submitting resume, cover letter and compensation requirements as MS Word attachments to: [resumes@deweykaye.com](mailto:resumes@deweykaye.com). Please reference the following in the subject line of your email: **ED of Development, MSHF #171-MH687**

*If you do not receive an email confirmation of your submission within 3 business days, please call Dawn Kopp at 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.*

*UPMC is an Equal Opportunity Employer.*