

Position Announcement

Associate Vice President, Major Gifts

Memorial Hermann Foundation

Houston, Texas



Reports To

Executive Vice President and CEO

Organization Profile

Located across the Greater Houston community and within the largest medical complex in the world, Memorial Hermann is charting a better future. A future that's built upon the health of the community. This is the driving force for Memorial Hermann, redefining health care for the individuals and many diverse populations served. With 6,700 affiliated physicians and 27,000 employees practicing the highest standards of safe, evidence-based, quality care to provide a personalized and outcome-oriented experience across more than 300 care delivery sites.

As one of the largest not-for-profit health systems in Southeast Texas, Memorial Hermann has an award-winning and nationally acclaimed Accountable Care Organization, 17 hospitals and numerous specialty programs and services conveniently located throughout the Greater Houston area.

Memorial Hermann-Texas Medical Center is one of the nation's busiest Level I trauma centers and serves as the primary teaching hospital for McGovern Medical School at UTHealth. For more than

112 years, the focus has been on the community, contributing more than \$588 million annually through school-based health centers and other community benefit programs. Now and for generations to come, the health of the greater Houston community will be at the center of what Memorial Hermann does – charting a better future for all.

Memorial Hermann Foundation

The Memorial Hermann Foundation is a not-for-profit organization that exists to advance the mission of the Memorial Hermann Health System by promoting its programs, facilities, physicians, research and projects in the community. Through the Foundation, individuals, corporations and foundations can show their support for Memorial Hermann's commitment to quality healthcare in the communities it serves. In 2019, the Board of the Memorial Hermann Foundation set forth a new strategic plan to guide the Foundation in exponentially growing philanthropy support for one of the largest, highest quality health care systems in the region. Through deliberate and thoughtful planning, the strategic plan focuses on six strategic goals:

1. Infrastructure — Invest in people, technology and systems.
2. Donor Acquisition — Build base of support at all levels.
3. Annual Giving — Ensure sustainable funding through diversified constituencies.
4. Campaign Fundraising — Leverage campaign initiatives to advance the Health System's most distinctive Services and critical areas of need.
5. Relationships and Communication — Engage prospective donors through activities, events and communications to build strong and lasting relationships.
6. Board of Directors Engagement — Actively engage philanthropic leaders in the strategic work of the Foundation.



The foundation is led by the Executive Vice President and CEO, Anne Neeson, a Houston native and graduate of Texas A&M. Ms. Neeson has been recognized as one of the city's 50 most influential women by Houston Women's Magazine, selected as a Woman on the Move by Texas Executive Women and is a fellow in the American Leadership Forum Class XXXVII. Anne's 30-year career with the United Way of Greater Houston coupled with her knowledge of the community and history of raising more than \$1.5 billion provide the exceptional leadership needed to accomplish the ambitious goals set forth in the Foundation's strategic plan.

Position Summary

The Associate Vice President (AVP), Major Gifts represents the Memorial Hermann Foundation in the community and within the organization. This is a key leadership and management position that provides direction to the major gifts fundraising staff and manages a limited portfolio of high capacity, high profile donors from all sources. The AVP coaches the major gifts staff in their efforts to identify, cultivate, solicit, and steward major gifts; and an essential part of the position will be effectively communicating the mission of Memorial Hermann to all audiences. The AVP works collaboratively with other fundraising team members to support the strategic plan to increase support for Memorial Hermann in Southeast Texas.

The position instills a culture of philanthropy and deepens relationships in the community for the purposes of generating philanthropic revenue. The AVP must have the ability to persuade and motivate others, to interact with high profile, high capacity donors, senior management, board members, physicians and volunteers.

Duties and Responsibilities

- Working with the CEO, establishes measurable annual goals to increase fundraising results that are both aspirational and achievable.
- Supervises, trains, mentors and evaluates major gifts staff.
- Qualifies and manages a limited portfolio of high-capacity, high-profile donors from all sources.

- Develops and executes cultivation, solicitation, and stewardship strategies for annual, campaign, and planned gifts of \$100,000+ from individuals, foundations, and corporations.
- Manages a major gift program and collaborates on the development of strategies for campaigns and other fundraising initiatives, including grateful patient initiatives.
- Creates the necessary structures and support systems to ensure gift officers are successful.
- Gives guidance and helps set the direction of the stewardship program to ensure that donors are recognized and perpetually cultivated in effective and meaningful ways.
- Participates in and supports the fundraising initiatives of the Foundation, including special events and donor engagement activities.
- Keeps abreast of current best practices in the development profession, continuously evaluating new and emerging ideas for potential implementation at the Memorial Hermann Foundation.
- Remains informed about advances in the competitive marketplace, especially in the Texas Medical Center and Houston nonprofit sub-sectors.
- Promotes individual professional growth and development by meeting requirements for mandatory/continuing education and skills competency.
- Supports foundation-based goals that contribute to the success of the Foundation and Memorial Hermann Health System.
- Manages other duties as assigned.



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Knowledge, Experience and Skills

- Ten plus years of fundraising experience with a proven track record of successful major gift fund development.
- Demonstrated success in fundraising from a variety of sources, including individuals, foundations, and corporations.
- History of increasing responsibilities.
- Innovative and inspiring leadership; a team player with a collaborative and engaging work style.
- Proven ability to successfully manage a portfolio of complex major gift prospects.
- Proven ability to coach, supervise and develop staff.
- Experience using analytic skills used to set strategic goals and assess outcomes.
- Exceptional verbal, written, interpersonal and presentation skills.
- Goal oriented.
- Strong critical thinking and problem-solving skills.
- Ability to work well with a variety of stakeholders and to adapt to meet the varying needs.
- Experience in relationship management with volunteers and donors.
- Excellent organizational skills with ability to manage projects effectively and think ahead.
- Proficiency in Microsoft Office products.
- High degree of professionalism, collegiality, maturity and diplomacy required.

Preferred

Preference will be given to candidates that also display one or more of the following:

- Knowledge of Houston's philanthropic community.
- Management experience in healthcare philanthropy.
- An advanced academic degree, non-profit management or development program. Bachelor's Degree required.
- Fundraising certification (ACFRE, CFRE, FAHP, CAP or equivalent professional designation).
- Experience in planned giving.
- Knowledge of Raiser's Edge.

Memorandum

The salary and benefits are competitive and commensurate with experience, qualifications, and verifiable salary history. Paschal•Murray supports the commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories. This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.

Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

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