

*Position Announcement*

**Director, Major Gifts**

**Memorial Hermann Foundation**

Houston, Texas

**Reports To**

Associate Vice President, Major Gifts

**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.

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### Memorial Hermann Foundation

The Memorial Hermann Foundation is a not-for-profit organization that exists to advance the mission of Memorial Hermann 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 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.

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 Director, Major Gifts will represent the Memorial Hermann Foundation across the organization and throughout the community. The Director is responsible for executing major gift fundraising programs for the Memorial Hermann Foundation. S/he will provide leadership and direction while working collaboratively with Foundation and System staff, physicians and donors to advance philanthropic support for the Memorial Hermann Health System. The Director, Major Gifts will manage a significant portfolio of major gift donors and prospects and will be responsible for guiding donors through the giving continuum. S/he will be responsible for working as part of the development team, managing multiple relationships and priorities and interacting with high-profile donors, senior management, Board Members, physicians and volunteers.

## Duties and Responsibilities

- Work with the leadership to establish annual goals; Specific, Measurable, Attainable, Relevant and Time-Based fundraising goals.
- Effectively communicate with donors, prospects and their advisors to convincingly convey the funding priorities.
- Implement strategies for specialized campaign plans and prioritized fundraising projects and initiatives. Develop and coordinate materials and functions as required.
- Qualify and manage a major gifts portfolio of high-capacity donors. Identify, cultivate and solicit primarily gifts of \$25,000 or greater from individuals, foundations and corporations.
- Participate in and support the fundraising initiatives of the Foundation, including special events, the employee campaign and donor engagement activities.
- Collaborate across the Foundation team on cultivation, solicitation, stewardship and gift officer portfolios. Work closely with the advancement services team on necessary data, gift processing and acknowledgement.
- Represent the Foundation in the professional and philanthropic community.
- Responsible for achieving yearly fundraising goals as specified in performance standards.
- Support foundation-based goals that contribute to the success of the Foundation and Memorial Hermann.
- Promote individual professional growth and development by meeting requirements for mandatory/continuing education.
- Manage other duties as assigned.

**Knowledge,  
Experience and  
Skills**

- Five+ years of professional experience.
- Minimum of three years of progressively increasing responsibility in major gift fundraising.
- Excellent verbal, written and interpersonal communication skills to interact with senior management, board members and other high-level volunteers, donors, physicians and prospects.
- Demonstrated ability in thinking strategically to acquire, engage, upgrade, and steward donors.
- Evidence of effectiveness in building and sustaining relationships with donors, staff, partners and physicians.
- Goal oriented problem solver with excellent organizational skills and the ability to execute multiple priorities.
- Ability to persuade and motivate others.
- Ability to work well with a variety of stakeholders and to adapt to meet varying needs and conditions.
- High degree of professionalism, collegiality, maturity and diplomacy required.
- Proficient in Microsoft Office products.

**Preferred**

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

- An advanced academic degree, non-profit management or development program. Bachelor's Degree required.
- Professional certification (CFRE, FAHP or equivalent designation).
- Fundraising experience in a health care environment.
- Knowledge of Raiser's Edge.
- Management experience.

**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.

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

**Beau Cummings, Senior Search Consultant**

**Paschal•Murray**

Executive Search

San Diego • Wilmington

**[beau@paschalmurray.com](mailto:beau@paschalmurray.com)**

**Voice: (760) 863-4512**

**[www.paschalmurray.com](http://www.paschalmurray.com)**