

Position Announcement

# Associate Director of Philanthropy



## Organization Profile:

Rady Children's Hospital San Diego (RCHSD) has been meeting the health needs of San Diego County children and families since 1954. Today, Rady Children's is a nationally recognized non-profit, pediatric academic medical center dedicated to excellence in care, education, and research.





Rady Children's is the only hospital in the San Diego area dedicated exclusively to pediatric healthcare and the region's only designated pediatric Trauma Center. Rady Children's is one of the largest pediatric hospitals in the country, and the provider of care for 91% of children throughout the region. In June 2021, U.S. News &

World Report ranked Rady Children's among the best children's hospitals in the nation in all ten pediatric specialties surveyed; rankings included the Neonatology program ranked as No. 5, Orthopedics program as No. 8, and the Urology program as No. 10. In partnership with the University of California, San Diego School of Medicine, Rady Children's is the region's teaching hospital for the next generation of pediatric clinicians and continues to be a major pediatric clinical research center.

**Reports To**

Assistant Vice President, Philanthropy

**Position Summary**

The Associate Director of Philanthropy is responsible for developing relationships with a core group of prospective donors with capacity for major gifts of \$25K+ or as defined by management. The Associate Director of Philanthropy will manage an active portfolio of 100-120 major gift prospects and effectively move individuals in the prospect pool through the various stages of identification, cultivation, solicitation and stewardship. The successful candidate will work with donors whose philanthropic interests span a variety of therapeutic disciplines. Fundable programs and projects include, but are not limited to, institutes, endowments, programs, chairs, fellowships, and capital needs. The Associate Director of Philanthropy will work closely with leadership to solicit major gifts and act as a liaison to physicians, hospital administrators, and other stakeholders. The Associate Director of Philanthropy will execute gift strategies supporting priorities identified by the SVP/Executive Director of the Foundation and Rady Children's Hospital Foundation Board of Trustees. Gift strategies will include the development of proposals, effective use of campaign materials, communication plans, stewardship, events and other activities relating to fundraising.

**Specific Responsibilities**

As part of a dynamic and collaborative team, the Director of Philanthropy will be team-oriented and will be responsible for fulfilling the objectives and goals identified by the SVP/Executive Director of the Foundation and the Rady Children's Hospital Foundation Board of Trustees, including:

**Portfolio Management:**

Work with supervisor to maintain a robust portfolio of local and national prospects and donors, both private individuals and family foundations, capable of contributing major gifts as defined by management. Portfolio includes major gift prospects and donors in various stages of identification, cultivation, solicitation and stewardship. Work closely with supervisor and prospect research to move donors through the various cycles of giving.

**Solicitation and Strategic Planning:**

Works closely with supervisor to develop giving opportunities for and communication strategies with prospective/existing donors. Help devise strategies and timetables for the successful solicitation of individuals and family foundations. Under supervisor's direction, design cultivation strategies of targeted constituencies. Arrange opportunities for hospital leaders and other administrators, as appropriate, to meet with donors, prospects and volunteers in forums designed to increase interest and philanthropic support. Become thoroughly familiar with hospital priorities in order to develop accurate and compelling case statements and gift opportunities with prospective donors. Work with supervisor to achieve philanthropic goals and solicitation metrics as assigned by management.

**Philanthropic Advocate:**

Advance a culture of philanthropy, collaboration, ethics and accountability with internal and external audiences to develop, enhance and sustain maximum fundraising effectiveness. Advocate for RCHSD in a variety of public and private functions regarding the need for and use of philanthropy to achieve organizational goals. In conjunction with supervisor, arrange for appropriate leaders to participate in cultivation, solicitation and stewardship, as necessary and appropriate; participate directly in these occasions as appropriate. Establish close working relationships with departmental heads and hospital staff. Assist



trustee and leadership volunteers in their endeavors to obtain philanthropic gifts for the hospital.

**Donor Relations:**

Work closely with supervisor on stewardship initiatives to ensure regular contact with donors through personal visits, letters, emails and other written material, phone calls and events. Meets donor/prospect visit metrics as assigned by management. Provide excellent customer service to donors, colleagues, clinical partners, volunteers and hospital leadership.

**Data Integrity and Confidentiality:**

Ensures integrity and functionality of constituent management system through accurate entry and maintenance of constituent and gift data; maintains adequate security and confidentiality of data. Documents constituent activity in a timely manner; identify, collect and analyze appropriate data for critical decision-making.

**Verbal and Written Skills:**

Demonstrate strong verbal communication skills, articulate the mission and fundraising goals of RCHSD and make persuasive oral presentations. Possess effective communication skills necessary to write and edit letters, memos, reports, discussion documents, proposals and other cultivation, solicitation and stewardship materials. Work closely with supervisor to develop presentations to internal and external audiences regarding philanthropic opportunities and giving vehicles. Work closely with supervisor to manage complex issues which arise from the elaborate interrelationships among hospital administration, departments, and/or Foundation staff.

**Special Projects and Assignments:**

Create and execute special projects as assigned by the SVP/Executive Director and/or supervisor. Work evenings and weekends as needed.

**Qualifications**

Qualities and experiences that ideal candidates should display include:

- An earned baccalaureate degree
- Three years of professional experience
- Driver's license and proof of auto insurance
- Experience in a fundraising setting
- Experience with major gift solicitation
- Detail-oriented
- Team player with the ability to work independently as well as collaboratively to achieve common goals
- Works efficiently under pressure; meets deadlines; demonstrates strategic thinking and good decision-making, as well as an entrepreneurial spirit
- Articulate, poised and possesses strong writing skills
- Ability to work evenings and weekends as needed

**Preferred Qualifications**

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

- Five years of professional experience
- Experience with Blackbaud non-profit applications
- Advanced academic degree in a related field
- Professional and quantifiable fundraising experience with a children's hospital
- Professional certification (CFRE, FAHP or equivalent)
- Fundraising experience in a healthcare environment
- Demonstrated history of increased responsibility and progression in the fundraising profession

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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

Voice: (760) 863-4512

www.paschalmurray.com

**Paschal • Murray**

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www.paschalmurray.com