

*Position Announcement*

**Associate Vice President, Individual Giving**

**City of Hope**  
Duarte, California-Remote



**Reports To**

Vice President for Philanthropy, Individual Giving

**Organization  
Profile**

Founded in 1913, City of Hope (COH) is a National Cancer Institute-designated comprehensive cancer center and a founding member of the National Comprehensive Cancer Network, making it a national leader in advancing research and treatment protocols. City of Hope has been ranked among the nation's "Best Hospitals" in cancer by US News & World Report for over a decade.

**About City of Hope**

Focused on eliminating cancer, diabetes and other life-threatening illnesses, City of Hope has established itself as a world-class leader in transforming the future of health. Raising the philanthropic resources to fuel its leading-edge research, its exceptional and compassionate clinical care, and its advancement of biomedical education and training, is a vital component of City of Hope's model of success.

**Our Mission**

City of Hope is transforming the future of health. Every day we turn science into practical benefit. We turn hope into reality. We

accomplish this through exquisite care, innovative research and vital education focused on eliminating cancer and diabetes.

### **City of Hope's Commitment to Diversity, Equity and Inclusion**

City of Hope's diversity, equity and inclusion strategy aims to formulate a policy and systems-focused approach that addresses social determinants of health and responds to implicit bias and structural racism. Since its inception more than a century ago, City of Hope has been dedicated to providing equitable treatment to all the people we serve. This focus on inclusion is the cornerstone of our Diversity, Equity & Inclusion (DEI) strategy and reflects our commitment to those founding principles. Our mission, "to infuse DEI into the DNA at City of Hope," will serve as our north star and help ensure the tenets of diversity, equity and inclusion are an integral part of our day-to-day engagement with each other, our patients, their families and caregivers, and our broader community.

### **Office of Philanthropy Vision Statement**

Philanthropy is at the heart of City of Hope's mission in turning "hope into reality." We offer an extraordinary donor and volunteer experience, one that invites, delights, and deepens relationships over time. City of Hope Philanthropy is one of a handful of premier, exceptionally regarded, and top-producing programs in the country.

Recruiting and developing exceptionally talented team members are hallmarks of the Office of Philanthropy. We demonstrate our commitment to our people through continuous learning and development opportunities and aim to foster an environment where each individual can thrive, personally and professionally. We increase the effectiveness of our team through transparency and accountability, building trust within teams; celebrating diversity and inclusion; enhancing team communications and removing roadblocks to maximize activation.

## **Position Summary**

The Associate Vice President, Individual Giving (AVP) is responsible for managing a dynamic relationship portfolio of approximately 25 to 40 of City of Hope's most financially capable donors and prospective donors, individuals who could make a gift of \$100k to \$4.99M. The position serves as both a fundraising

professional/calling officer, as well as a relationship connector/builder among Office of Philanthropy leaders, administrative and faculty leaders and high-capacity donors and prospects. The AVP will develop complex relationship-deepening/solicitation and stewardship plans customized to each prospect. The AVP works collaboratively across all functions within the Office of Philanthropy to identify prospective donors, develop qualification, cultivation, and solicitation strategies, and ultimately deliver upon those strategies in a highly effective manner. The individual must possess a sophisticated customer-service orientation; an ability to understand and communicate complex scientific ideas and concepts; and a natural orientation toward problem solving, collaboration, intellectual curiosity, and accountability. The AVP will hold ultimate responsibility of ensuring proposals, stewardship reports, and communication materials (electronic and hard version) reflect the highest level of excellence and personalization for the donor. This position represents the Office of Philanthropy internally at various levels and forums with faculty and administration. The AVP will participate with other Office of Philanthropy colleagues in strategy review sessions to ensure an optimally effective donor experience. Additionally, the AVP is responsible for remaining current on key funding priorities and initiatives to ensure optimal philanthropic support is matched to donor interest. The AVP must be able to craft, review, and deliver highly effective position papers, briefings, talking points, letters, stewardship pieces and proposals. Crafting complex gift agreements and managing negotiations, either personally or through internal and external partners is a key skillset. The position will effectively triage and/or manage donor relationships as appropriate and support the success of colleagues toward meeting shared goals for the Office of Philanthropy. The AVP will represent City of Hope and Office of Philanthropy with the highest levels of professionalism and integrity, demonstrating organization values and supporting the overall vision for philanthropy.

### **Specific Responsibilities**

#### **Fundraising – 50%**

- Personally identify, cultivate and solicit prospects capable of making major and principal gifts to City of Hope.

- Manage a portfolio and execute strategies related to individual prospects and donors with capacity at major and principal gift levels (\$100k-\$4.99M).
- Build and manage an active portfolio of 25 to 40 prospect donor relationships.
- Craft and oversee staff execution of comprehensive, multi-year strategies for special, major and principal gifts, both for individual prospects and donors and cohorts.
- Maintain high-quality, long-term relationships with past and potential donors that maximize their capacity to provide financial support to the City of Hope.
- Serve as an outstanding business partner with a wide range of key stakeholders within City of Hope and participate in enterprise wide strategic planning to ensure alignment of philanthropic objectives with City of Hope strategic priorities.
- Utilize data to define strategic plans for solicitation of prospects.

**Management – 25%**

- Manage/supervise and develop an effective staff: providing effective communication, leadership by example, guidance and resources.
- Evaluate staff performance regularly and in concert with the Chief Philanthropy Officer, the Senior VP for Advancement Operations and Giving Campaigns and the Vice President of Principal and Major Gifts.
- Determines merit increases, promotions and disciplinary actions.
- Determines staff qualifications and competency: assists with recruitment, and selection of new staff hires.
- Responsible for training, orienting and mentoring new and existing staff.

**Leadership – 15%**

- Ability to lead and manage in a highly matrixed organization and a relationship-driven culture.
- Plan strategically.
- Interact effectively with high-level supporters, administrators, and volunteers.

- Work collaboratively and efficiently with all members of the philanthropy staff.
- Proactively sustain a philanthropic culture of collaboration, innovation and strategic growth.

**Collaboration – 5%**

- Help train and educate physicians, clinical and research leaders on fundraising policies and practices.
- Strengthen the overall philanthropy engagement with leadership, faculty, department heads, and members of the staff, strengthening a culture of philanthropy and building collaborative partnerships.

**Representation – 5%**

- Leadership responsibilities and representation throughout the Office of Philanthropy and City of Hope.

**Qualifications**

Qualities and experiences that ideal candidates should display include:

- Bachelor's degree.
- Seven (7+ years) in the management of development functions with emphasis on major and principal gifts.
- Experience in managing effective teams, engaging constituencies, and working with volunteers.

**Preferred**

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

- Advanced degree.
- Fundraising certifications (CFRE, ACFRE, etc.).

**Memorandum**

City of Hope's diversity, equity and inclusion strategy aims to formulate a policy and systems-focused approach that addresses social determinants of health and responds to implicit bias and structural racism. Since its inception more than a century ago, City of Hope has been dedicated to providing equitable treatment to all the people we serve. This focus on inclusion is the cornerstone of our Diversity, Equity & Inclusion (DEI) strategy and reflects our commitment to those founding principles. Our mission, "*to infuse DEI into the DNA at City of Hope,*" will serve as our north star and help ensure the tenets of diversity, equity and

inclusion are an integral part of our day-to-day engagement with each other, our patients, their families and caregivers, and our broader community.

The salary and benefits are competitive and commensurate with experience and qualifications. 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  
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