

The Menninger Clinic

Director of Philanthropy, Fundraising and Major Gifts Officer

Employee:

Department: Office of Philanthropy (OOP)

Reports to: Vice President of Philanthropy

Supervises: Asst. Director of Philanthropy, Annual Fund Manager and Special Events Manager

Mission Statements

The Menninger Clinic's mission is to create a healthy world by excelling in the art and science of mental health care.

The Office of Philanthropy (OOP) engages core philanthropic constituencies to build relationships and partnerships that create resources to support the mission, activities and goals of Menninger.

Our values—our ETHIC

Excellence—The best people doing their best work

Teamwork—Accountable to each other to do our best

Hope—Inspiring people to reach their potential

Integrity—Doing the right thing

Caring—Respect and compassion for self and others

Summary

The Director of Philanthropy, Fundraising and Major Gifts Officer, is responsible for frontline fundraising programs, including annual giving, major gifts, planned giving and fundraising events. Working in close collaboration with the philanthropic operations team, the director of philanthropy will lead fundraising efforts to ensure the team meets established organizational fundraising goals.

As a Major gift officer, responsibilities include the identification, cultivation, solicitation, and stewardship of individuals, corporations, and foundations to result in major gift commitments.

CORE COMPETENCIES

1. Self-Management

- Self-development – Pursue learning and self-development; actively seek feedback; transfer learning into next steps. Communicate importance of learning to group and help others pursue learning opportunities. Solicit feedback from others on performance.
- Self-adaptability – Work in situations involving uncertainty, shifting priorities, and rapid change; deal constructively with mistakes and setbacks; demonstrate flexibility. Adapt unit's strategies, goals or projects to situations. Make longer-term adaptations in response to the situation.
- Self-confidence – Recognize own knowledge, skills, and abilities; respond to challenging situations with confidence; understand limits in self. Make sound decisions despite uncertainties and pressures. View self as change agent or catalyst.

2. Communication

- Listen to others – Listen to feedback and input carefully; demonstrate attention to others; acknowledge and listen to differing perspectives in a group. Adapt listening behaviors to others. Take action based on understanding of the message. Respond to non-verbal cues of speaker. Attend to speaker's body language. Use active listening to move discussions to closure or decision points.
- Oral communication – Express ideas clearly and concisely in groups and one-to-one conversations; create an environment with open channels of communication. Foster a climate that encourages clear, direct, open and accurate information. Communicate

information through presentations or speeches. Encourage expression of alternate perspectives.

- Written communication – Convey information clearly and concisely through both formal and informal documents; adapt writing style to fit the audience. Refine writing and content to achieve greatest impact. Prepare reports and proposals using standard organizational templates that are clearly understood by the audience.

3. Business Knowledge

- Business acumen – Understand the impact of the job within the institution; have and use cross-functional knowledge to understand interdepartmental connections. Understand the interrelationships between own unit and other departments and divisions. Understand how various areas of the institution contribute to the success of the institution as a whole.
- Technical expertise – Demonstrate technical proficiency required to do the job; possess up-to-date knowledge in the profession; provide technical expertise to others. Maintain state of the art knowledge in the field. Provide expertise and guidance to others.

4. Thinking

- Analytical – Gather relevant information systematically; break down problems into simple components; make sound decisions. Systematically break problem down into component parts. Determine causal relationships among component parts. Use several techniques to identify solutions.
- Innovative – Approach problems with curiosity and open-mindedness; offer new ideas, solutions and/or options. Use group problem solving skills to approach problems. Create or sponsor processes that promote change. Enlist others to pursue new initiatives.
- Strategic thinking – Define strategic goals and issues clearly; apply broad knowledge and experience when addressing strategic issues; foresee obstacles and opportunities relating to change or improvement. Define problems from the perspective of the stakeholders. Understand how the work of the team relates to the overall institutional strategy.

5. Interpersonal

- Inspire trust – Show consistency among principles, values, and behavior; gain the confidence and trust of others. Encourage a high-integrity environment. Model principled and ethical behavior consistent with institutional core values.

Key Functions

Responsibilities

1. Using established development techniques, supports and participates in a full complement of cultivation, solicitation, and stewardship strategies for a portfolio of major gifts which will support Menninger's strategic priorities
2. Leads the cultivation, solicitation, and stewardship strategies for donors and prospects
3. Maintains an active schedule of face-to-face meetings with major gift donors and prospects
4. Works with volunteers, faculty members, and Menninger administration in the cultivation, solicitation, and stewardship of prospects
5. Supervises fundraising team, including major gifts, planned giving, annual fund and event fundraising efforts.
6. Coaches and mentors frontline fundraising team toward success.
7. Inspires trust, collaboration and encouragement of creative thinking to support a highly achieving team.
8. Oversees performance standards and evaluation of fundraising to meet departmental goals.
9. Collaborates with the VP of Philanthropy, Director of Philanthropy, Operations and the OOP Team in the analysis, formation, implementation, and evaluation of fundraising plans, budgets, policies and procedures.

10. Provides leadership and trust building through strong and effective relationships with Menninger's major internal constituencies, which include the Executive Team, department leaders, program directors and other key academic and research leaders.
11. Ensure adherence to professional standards and ethics of Association of Fundraising Professionals and Association of Professional Researchers for Advancement.
12. Handles other duties as assigned.

Qualifications

- Self-motivated and self-directed
- Demonstrated written communication skills to prepare and edit effective correspondence, proposals, and creative solicitation materials
- Strong oral communication skills to make persuasive presentations to individuals and groups
- Superior interpersonal skills necessary to work effectively with Menninger executive team members and management, faculty, physicians, donors, prospects, volunteers and the public
- Ability to initiate fundraising programmatic activities with key collaboration, organize and set priorities, and complete work in a timely manner despite many deadlines and competing requirements
- Demonstrated ability and willingness to work with the philanthropy team and fundraising colleagues in a team-oriented environment
- Track record of successful direct major gifts solicitations, having closed major (\$100,000+) and principal (\$1,000,000+) gifts
- Creative thinker with passion and high energy for the mission of Menninger
- Evidence of strong managerial, administrative and supervisory capacity with staff and volunteer leadership

Education:

- Bachelor's degree and 10+ years of experience in fundraising and non-profit sector with a minimum of 5 years of increasing responsibilities and management experience.

License/Certification:

- N/A

Experience:

- Preferably, experience in successful major gift fundraising for capital and medical training and research – with results also in general operating/unrestricted, endowment, planned giving and other projects.
- Knowledge of the Texas Medical Center and/or mental health, a plus
- Experience in planned gifts, a plus
- Preferably, experience in working with The Raiser's Edge or similar donor database structure as a key tool supporting the strategic efforts of Menninger's fundraising.

Populations Served

| | |
|---|---|
| <p><u>Age Specific</u></p> <p><input type="checkbox"/> Adolescent (13 – 17 yrs)</p> <p><input type="checkbox"/> Young Adult (18-30 yrs)</p> <p><input type="checkbox"/> Adult (18 – 64 yrs)</p> <p><input type="checkbox"/> Geriatric (65 yrs & older)</p> <p><input type="checkbox"/> Nonage Specific</p> <p><u>Treatment Modality</u></p> <p><input type="checkbox"/> Psychotherapy ()</p> | <p><u>Disorder</u></p> <p><input type="checkbox"/> Trauma Related</p> <p><input type="checkbox"/> Eating</p> <p><input type="checkbox"/> Substance Abuse ()</p> <p><input type="checkbox"/> OCD</p> <p><input type="checkbox"/> Psychotic</p> <p><input type="checkbox"/> Personality</p> <p><input type="checkbox"/> Other Specify _____</p> |
|---|---|

| | |
|--|--|
| <input type="checkbox"/> Marital and Family Therapy <input type="checkbox"/> Sex Therapy <input type="checkbox"/> C BT <input type="checkbox"/> Other Specify _____ | Other <input type="checkbox"/> Patient under isolation precautions <input type="checkbox"/> All Populations <input checked="" type="checkbox"/> Not applicable |
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Working Conditions

This position requires:

| | | |
|-------------------------------------|------------|-------------|
| Working in Office Environment | _____ NO | _____ X YES |
| Working in Patient Care Environment | _____ X NO | _____ YES |
| Exposure to harmful chemicals | _____ X NO | _____ YES |

Physical Demands

| | Time Spent | | | |
|-----------------------|-------------|-----------------------|----------------------|-------------------------|
| | Never 0% | Occasionally 1-33% | Frequently 34-66% | Continuously 67-100% |
| Standing | | X | | |
| Walking | | X | | |
| Sitting | | | | X |
| Reaching | | X | | |
| Lifting/Carrying | | | | |
| Up to 10 lbs | | X | | |
| 10lbs to 20 lbs | X | | | |
| More than 20 lbs | X | | | |
| Pushing/Pulling | | | | |
| Up to 10 lbs | X | | | |
| 10lbs to 50 lbs | X | | | |
| More than 50 lbs | X | | | |
| Use computer/keyboard | | | | X |

Disclosure

The statements in this job description are intended to describe the general nature and level of work being performed. They are not intended as an exhaustive list of all responsibilities, duties, and skills required. They may be supplemented as necessary.

Acknowledgement

Employee's Signature and Date

Department Head's Signature and Date

How To Apply

To submit an application for this position, please [apply here](#).