

The Menninger Clinic

Director, Philanthropy Fundraising Officer

Department: Office of Philanthropy (OOP)
Reports to: Vice President of Business Development and Philanthropy
Supervises: Assistant Philanthropy Director
Special Events and Donor Relations Manager
Annual Giving Manager

MISSION STATEMENTS

The Menninger Clinic is a world leader in psychiatric treatment, research and education.

The Office of Philanthropy 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

POSITION SUMMARY

The Director, Philanthropy Fundraising Officer leads the Office of Philanthropy frontline fundraising efforts. Responsible for planning, developing and advancing Menninger's comprehensive philanthropic programs and facilitating fundraising activities necessary to generate contributed support for Menninger. Collaborates closely with the Philanthropy Operations team to develop and implement a planning process for all streams of fundraising and oversight of donor relationships to create the annual fundraising plan. Proactively manages a portfolio of major gift prospects and secures significant financial resources to support Menninger's strategic priorities. Develops and maintains excellent administrative and back office systems.

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. In collaboration with Executive Leadership and the Philanthropy Operations team, establishes Menninger's annual fundraising goals and objectives, philanthropic priorities, and contributes to the development of donor relationships and compelling arguments for philanthropy for fundraising objectives.
2. Manages the frontline fundraising team to successfully meet established goals, including major gifts, planned gifts, special events and donor relations, and annual giving.
3. Oversees development and implementation of an annual strategic plan for capital and non-capital philanthropy.
4. Creates and manages the operating budget to support the frontline fundraising efforts of the Office of Philanthropy.

5. Develops and implements fundraising strategies for their portfolio of major gift prospects for effective moves management. Includes a balanced mix of donor sources and prioritized opportunities to attract, retain and motivate donors and fundraising volunteers.
6. Establishes performance measures, monitors results and helps Menninger Leadership and Boards to evaluate the effectiveness of the organization's fund development program.
7. Staff key volunteers, including Board and Menninger Leadership.
8. Involve others when appropriate (i.e., board directors, other clinic leadership, faculty, other departments, and teammates) in the cultivation, solicitation and stewardship of major gift donors and prospects.
9. Provide strong leadership and mentoring for reports to meet identified individual, departmental and professional goals.

EDUCATION

- Required: Bachelor's Degree in Marketing, Business or related field
- Preferred: Master's degree in related field

EXPERIENCE

- Minimum 10 years of experience in developing and implementing fundraising strategies, resulting in major gifts (\$100K+).
- Minimum five years of supervisory experience in fundraising.
- Measurable track record in raising multiple major gifts (\$100K+), preferably in capital, medical training and research – with results also in general operating/unrestricted, endowment, and special projects.
- Preferred experience securing major gifts from Texas foundations, especially private foundations in the Greater Houston Area.
- Experience with CRM platforms, including Raiser's Edge and Salesforce.
- Knowledge of the Texas Medical Center, a plus.
- Experience in planned giving, a plus.

Populations Served

<p style="text-align: center;"><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 style="text-align: center;"><u>Treatment Modality</u></p> <p><input type="checkbox"/> Psychotherapy ()</p> <p><input type="checkbox"/> Marital and Family Therapy</p> <p><input type="checkbox"/> Sex Therapy</p> <p><input type="checkbox"/> C BT</p> <p><input type="checkbox"/> Other Specify _____</p>	<p style="text-align: center;"><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> <p style="text-align: center;"><u>Other</u></p> <p><input type="checkbox"/> Patient under isolation precautions</p> <p><input type="checkbox"/> All Populations</p> <p><input checked="" type="checkbox"/> Not applicable</p>
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WORKING CONDITIONS

This position requires:

Working in Office Environment	<u> </u> NO	<u> X </u> YES
Working in Patient Care Environment	<u> X </u> NO	<u> </u> YES
Exposure to harmful chemicals	<u> X </u> NO	<u> </u> 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

Interested applicants can apply at: <https://www.menningerclinic.org/careers>