

**BROWN**Health
UNIVERSITY**Boyden Executive Search Contact**Wendy Wilsker | 781.572.5703 | wwilsker@boyden.comJill Coran | 617.548.6447 | jcoran@boyden.com**Job Summary**

The Director of Philanthropy (DOP), Newport Hospital, reports to the system-wide VP for Development and works collaboratively with the hospital President and Foundation Board.

The Director of Philanthropy will be a seasoned fundraiser and strategist, serving as a member of the Hospital Leadership Team and managing a team of four. The Director of Philanthropy will develop a vision and a strategy to re-engage and grow philanthropy for Newport Hospital. An understanding of Newport and/or “summer communities” will be an advantage for the Director of Philanthropy in executing a comprehensive Philanthropy plan to engage a wide variety of constituents. Experience working with high network and very high net worth philanthropists resulting in closing six and seven figure gifts is required.

The DOP, Newport Hospital, is a full-time, year-round position with a compensation range of \$140,000-\$175,000 per year, commensurate with experience.

Essential Responsibilities

- Manages a portfolio (100+) of major gift donors/prospects and creates cultivation, solicitation and stewardship strategies for each. Actively solicits multiple major and planned gifts monthly in the \$50k+ range, in partnership with hospital President, volunteer leaders and development colleagues.
- Works closely with President, systemwide and clinical leadership to identify potential opportunities for funding, for both existing and planned projects and programs from all potential individual and institutional sources.
- With system-wide VP for Development and hospital President, develops annual plan and strategic objectives for fundraising that incorporates elements of prospect identification, rating, research, cultivation, solicitation, stewardship and recognition. Provides input on annual revenue and expense budget for hospital foundation in conjunction with systemwide development leadership.
- Generates awareness among hospital staff of the value of working with the development department when submitting any proposals to foundations or corporations. Facilitates engagement of hospital leadership and other appropriate staff in proposal development, funder cultivation and stewardship as needed.
- Will organize workplan, and that of direct reports, around agreed upon key performance indicators (KPIs) such as total dollars raised, number of gift solicitations made, number of meaningful donor interactions and number of grateful patient referrals. Performance expectation to meet or exceed established KPIs.

- Appropriately documents all stages of donor moves management and solicitation activities with prospects/donors in development database. Works with the appropriate development staff to ensure that all gifts and grants are recorded, acknowledged and recognized in a timely and appropriate manner.
- In conjunction with the donor relations team, ensures coordination and/or creation of annual reporting/stewardship plans for each gift or grant received that ensure and strengthen ongoing relationships with donors. Ensures appropriate stewardship of all gifts and grants, working with Development Operations colleagues to transfer and report on funds as necessary.
- A valued member of Brown University Health Development's leadership team, works closely with other hospital development leaders, on prospect strategy and coordination across the system and all hospitals.
- Participates in system-wide/service line fundraising activities and major campaign efforts as appropriate. May be involved with service-line fundraising that benefits/supports other hospitals and programs within the system.
- Ensures that fundraising strategies are consistent with Brown University Health and hospital missions and work closely with appropriate Lifespan departments on collaborative efforts, particularly around media and promotional support for these gifts.
- Maintains high visibility within the hospital and within the external community.
- Works closely to inspire the hospital's Foundation Trustees on advancing the hospital's philanthropic mission. Leverages the support of Trustees and volunteers as appropriate. May identify, recruit, and motivate volunteers responsible for helping the hospital foundation achieve its fundraising goals.

Education and Experience

- Bachelor's degree required.
- Minimum of eight years of frontline fundraising experience working with individual major donors.
- Experience managing a fundraising team.
- Exemplary oral and written communications skills are necessary.
- Demonstration of strong volunteer management skills.
- Strong computer and information management skills are preferred.
- Basic budget preparation and time management capabilities needed.

Brown University Health is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, ethnicity, sexual orientation, ancestry, genetics, gender identity or expression, disability, protected veteran or marital status. Brown University Health is a VEVRAA Federal Contractor.

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About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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