



Boyden Executive Search Contact

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Overview

This is a unique opportunity to join a growing Office of Development that is driving a bold vision to elevate Boston Medical Center Health System's philanthropic profile among individual, foundation, and corporate donors regionally and nationally. The Office is mission-driven and passionate, visionary and strategic, nimble and highly collaborative. Working across the Office of Development and throughout the hospital, the team is cultivating and expanding a community of supporters who share BMCHS's commitment to clinical excellence and inclusive research—together serving as a national model for equity in healthcare. The Office works alongside world-renowned physicians, scientists, philanthropists, government officials, and high-profile community leaders, all united in making a meaningful impact locally and beyond. Employees are supported through a comprehensive array of wellbeing services, competitive compensation, and a robust benefits package, including a highly subsidized healthcare plan for employees and their family members. Boston Medical Center is proud to be recognized by *Forbes* as one of the Best Employers for Diversity and Best Employers for Women, and by *Newsweek* with a 4.5-star rating as one of America's Greatest Places to Work.

Position Summary

Working as a member of the Major Gifts and Individual Giving team, the Senior Major Gifts Officer (SMGO) will manage a portfolio of 100-150 individuals with capacity to make gifts of \$500K+. The SMGO will contribute to the team's fundraising goals by identifying and engaging new high-net worth prospects, developing successful major gift strategy, moving prospects through all stages of the donor cycle, making successful solicitations, and partnering with providers and internal leaders to engage BMC donors. The successful candidate will articulate the BMC mission with genuine passion, and in the context of a strategic vision that compels the interest and support required to achieve critical funding milestones.

Essential Responsibilities

- Identify, qualify, cultivate, solicit, and steward donors for BMC; regularly meet with approximately 10-15 prospective and existing hospital donors each month. Build pipeline of major gift donors to Boston Medical Center to aid in year-over-year growth, specifically for donors who have the capacity to make six- and seven-figure gifts.
- Partner with Chiefs of Service, physicians, program leads, and other internal leaders for effective donor conversations. Advise and educate on Development strategy and best practices with internal

departments to advance meaningful gift conversations in alignment with hospital priorities; prepare and write effective briefings for Development's internal champions.

- Collaborate with the Prospect Development team on qualifying new grateful patients and friends of BMC and move prospects through stages in a timely way. Ensure well-timed and appropriate engagement in partnership with clinical leads.
- Staff appropriate Board and Trust members, as philanthropic champions for BMCHS. Support their introductions and new donor connections to BMC. Identify and engage new BMC volunteers and champions for the Trust & Boards, to further extend BMC's reach and partnership in the community.
- Coordinate with Planned Giving on effective bequest and other planned giving solicitations for appropriate prospects to craft holistic proposals with the aim of increasing complex revenue.
- Develop deep understanding of BMC's mission, programs, relevant departments, and priorities to effectively communicate cases for support and gift opportunities.
- Assist with annual program planning, goal setting, progress reports and evaluations.
- Actively participate in prospect strategy meetings and develop short- and long-term prospect plans for top donors and grateful patients.
- Partner with existing donors and volunteer leaders to identify leads to new prospective donors and engage them in the giving cycle.
- Lead the execution of small, focused cultivation/stewardship events & engagement opportunities around appropriate priorities and themes, encourage top prospects/donors to participate, and assiduously follow up with attendees for further engagement toward a gift.
- Capture and log all meaningful donor interactions and proposals in NXT. Maintain records to provide accurate and robust records and to foster consistency in donor relationships.
- Develop proposals and other written materials as necessary and appropriate. Partner with Communications & Stewardship team on crafting meaningful cultivation, recognition and stewardship materials.
- Perform other duties as needed.

Required Education and Experience

- Bachelor's Degree or equivalent combination of education and development work experience required.
- A minimum of seven years of successful major gifts development experience in a complex institution similar in size to BMC.
- Demonstrated success in securing gifts in the 6+ figure range with experience managing a portfolio of major gift prospects.

Preferred Education and Experience

- Experience raising funds in healthcare preferred.

Knowledge, Skills & Abilities

- Demonstrated fundraising success in one-to-one solicitations and relationship building, specifically in six-figure+ gifts.
- Keen ability to work effectively with clinical leadership, prior experience managing chief relationships a plus.
- Excellent writing and interpersonal communications skills.

- Proven track record in working within complex programs and managing multiple demands.
- Comfortable working in a fast-paced evolving environment with the ability to adapt to shifting priorities.
- Proven ability to make decisions, work independently, and as a team player.
- Proven ability to use metrics to drive development decisions and achieve strategic objectives.
- Enterprising professional with a keen sense of diplomacy.
- Ability to handle sensitive and confidential matters.
- Passion for the work and mission of BMC.

Compensation Range

\$97,500.00- \$141,500.00

There is also the potential to earn a performance-based bonus.

This range offers an estimate based on the minimum job qualifications. However, our approach to determining base pay is comprehensive, and a broad range of factors is considered when making an offer. This includes education, experience, skills, and certifications/licensures as they directly relate to position requirements; as well as business/organizational needs, internal equity, and market-competitiveness. In addition, BMCHS offers generous total compensation that includes, but is not limited to, benefits (medical, dental, vision, pharmacy), discretionary annual bonuses and merit increases, Flexible Spending Accounts, 403(b) savings matches, paid time off, career advancement opportunities, and resources to support employee and family well-being.

NOTE: This range is based on Boston-area data, and is subject to modification based on geographic location.

Benefits

- Competitive pay.
- Robust 403(b) plan featuring a 3% match starting after 1 year of service and 1000 hours. Employer match increases with years of service.
- Highly subsidized medical, dental, and vision insurance options with HMO and PPO plans available.
- Attractive paid time off benefits starting at 33 days per year covering vacation, holidays and sick time.
- Tuition reimbursement program for employees after 6 months of service.
- Supportive work environment with a focus on training, professional development, and growth.
- Leadership acceleration program increasing [inclusion and diversity](#) at the leadership level across Boston Medical Center Health System.
- Employee pharmacy concierge program.

Equal Opportunity Employer/Disabled Veterans

According to the FTC, there has been a rise in employment offer scams. Our current job openings are listed on our website and applications are received only through our website. We do not ask or require downloads of any applications, or “apps” job offers are not extended over text messages or social media platforms. We do not ask individuals to purchase equipment for or prior to employment.

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About Boyden Global Executive Search

Established in 1946, Boyden pioneered the first organized approach to executive search. Boyden has a network of more than 350 professionals in over 75 offices in 45 countries. Worldwide, the Boyden culture is based on professionalism, integrity, high personal partner involvement, and a commitment to exceed client expectations.

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