



community-based, not-for-profit

Boyden Executive Search Contact

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Position Summary

Reporting to the Vice President of Philanthropy, the Director of Philanthropy has primary responsibility for planning and executing the identification, engagement, and direct solicitation of prospects and donors capable of making gifts of \$100,000 or more to John Muir Health. This position plays an essential role in developing and maintaining a robust pipeline of donors, engaging key donor relations, and increasing overall fundraising revenue. Responsibilities include managing a portfolio of highly rated donors and potential donors and associated administrative tasks and performance metrics, execution of direct solicitation of donors including proposal writing and drafting gift agreements, assuring proper recognition for donors' gifts, and ongoing engagement and stewardship of individual supporters to sustain meaningful relationships. Additional leadership responsibilities include strategic engagement with health system leadership, physicians, service line leaders, volunteers, grateful patients, and key community stakeholders. The Director of Philanthropy will be an external representative of the Foundation at community events and meetings to ensure that the community is aware of John Muir Health's fundraising priorities, programs, and services.

Principal Responsibilities

Donor Portfolio and Data Management

- Secure financial support of \$100,000+ contributions by managing a portfolio of major, principal, and planned gift donors and prospects through the process of identification, qualification, engagement, solicitation, and stewardship.
- Maintain timely, consistent contact and exceptional customer service with assigned portfolio to establish, sustain, and enhance positive long-term relationships and move them through all stages of the solicitation process.
- Track all interactions with donors and prospects in database and generate timely and thorough follow-up correspondence and call reports.
- Achieve annual metrics for visits, proposals/solicitations, funded proposals, qualification, and total amount raised.
- Actively participate in Major Gift Officer meetings, collaborate with colleagues on best practices, share successes, challenges, and found solutions, and contribute to establishing and achieving team goals.
- Responsibly track, manage, and report costs and expenses related to fundraising and stewardship activities.
- Other duties as assigned.

External Relations

- Attendance required at selected Foundation events to assist in the engagement and stewardship of major and principal donors and prospects.
- Assist with planning and managing selected engagement events for major and principal gift prospects and donors, including onsite assistance as appropriate.
- Other duties as assigned.

Foundation Leadership

- Commitment to help create, foster, and promote an inclusive, equitable work environment that reflects the diversity of our patients and community members.
- Lead the process of identifying service line priorities, clinical partners and prospects for potential campaigns, proposals, and special giving.
- Assist with the appropriate training, mentorship, and professional growth of Development Associates and/or Coordinators.
- Support and play a critical role in the development and execution of the Foundation's Strategic Plan.
- Lead and execute meaningful donor and prospect outreach by partnering with colleagues in Communications, Stewardship, Planned Giving, Corporate and Foundations Relations, and Foundation Operations as needed.
- Take an active leadership role with internal committees for the Grateful Patient Program and Patient Benefactor Program to ensure fundraising vision and priorities are accomplished.
- Partner with the President and Vice President to manage the community outreach and advocacy of the Board to prospective donors and groups.
- Provide support and staffing to JMH leadership, staff, physicians and nurses at community events and receptions.
- Other duties as assigned.

Qualifications**Education**

- Bachelor's Degree required. In lieu of bachelor's degree, four additional years of relevant work experience (7+ years total) may be considered.

Experience

- 3+ years of direct major gift experience.

Skills

- Comprehensive knowledge of all phases of fundraising, especially in the areas of capital campaigns, principal, major, and planned gifts.
- Demonstrated expertise in engaging, soliciting, and stewarding of individual prospects and donors.
- Well-developed problem solving and analytical skills with the ability to create solutions to complex situations.
- Experience creating campaign and special giving documents and communication strategies as needed.
- Demonstrated superior listening skills, diplomacy, and tact to build strong relationships and motivate donors, prospects, and volunteers.

- Excellent communication skills required, both verbally and in writing, with strong customer service orientation. Must have exceptional interpersonal skills and the ability to communicate effectively and professionally with a wide variety of constituents.
- Accuracy and speed using Microsoft Office (Outlook, Word, Excel, PowerPoint). Must have advanced knowledge and high comfort level generating reports, gift agreements, budgets and performing data entry, list management, and mail merge.
- Database management experience desired. Knowledge of The Raiser's Edge or other fundraising or CRM software a plus.
- Ability to work well both independently and collaboratively with a high degree of professionalism.
- Ability to effectively multi-task and meet deadlines in a fast-paced environment.

Compensation

- To attract and select the best employees, JMH offers competitive [compensation](#) packages based on the most current salary rates for the San Francisco Bay Area. The salary range for this position is \$139,411 - \$209,117, based on experience.

Benefits

- JMH offers great benefits and valuable resources to their employees. Their [health and welfare benefits](#) begin within 30 days of employment. These benefits include: medical, dental (including orthodontia), vision, employee life insurance, employee optional life insurance, dependent optional life insurance, accidental death & dismemberment insurance, optional accidental death & dismemberment insurance, long term disability, flexible spending accounts, and voluntary benefits (legal, auto, and pet insurance).
- Recognized by the U.S. Environmental Protection Agency and the U.S. Department of Transportation as one of the best commuter workplaces in the nation, JMH's goal is to help reduce traffic and air pollution by providing employees with [commuting and parking benefits](#) including subsidized BART and bus tickets, subsidized carpool and vanpool programs, JMH Lyft business account services, and much more.
- To reward the service and dedication the employees show JMH and the community, the Health System offers comprehensive [retirement and post-retirement benefits](#) including JMH 403(b) Saving plan with employer match and a Pension Plan.

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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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