Children’s Wisconsin

**JOB DESCRIPTION**

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| **Job Title:**Director Development | **Job Code:**160180 | **OSHA**II |
| **Department:**Major Gifts | **Salary Plan:**CHW | **Orig. Date:**7/09 |
| **Immediate Supervisor:**Sr Director, Major Gifts & Development Operations | **Cost Center:**3090 | **Last Revised:**3/20 |
| **Division:**Children's Hospital of Wisconsin Foundation | **FLSA:**Exempt |  |

GENERAL SUMMARY:

The Development Director is a key member of the front-line fundraising team. Chief responsibilities are representing Children’s Wisconsin (CW) and helping to carry out the strategic plan of the Foundation by identifying, evaluating, cultivating, soliciting, and stewarding gifts of $50,000 or more from major gift prospects. Through a mission-focused, donor-centered, relationship-based approach, the Development Director is responsible for building and managing a portfolio of approximately 50-80 of the most capable and generous prospects and donors to the organization, primarily individuals and possibly some corporate and foundation contacts. The Development Director works closely with other gift officers and staff, as well as CW clinical leadership and staff, to identify and engage major gift prospects interested in hospital programs and projects. The Development Director will routinely report outreach and engagement activity and consistently meet outlined metrics for the position as a means to best serve the hospital and Foundation’s mission and foster a culture of philanthropy throughout the organization.

**SCOPE:**

Gifts of $50,000 or more

Portfolio of approximately 50-80 major gift prospects

Responsible for annual philanthropic production goal of $1,000,000+

**REPORTING RELATIONSHIPS:**

**Reports To:** Sr Director, Major Gifts and Development Operations

**Direct Reports:** N/A

**Collaborates With:** Vice President – Development, gift officers and Development staff, Corporate Engagement team, Engagement and Stewardship team, Events team, Development Systems team, and other administrative and clinical leadership, staff and volunteers

**ESSENTIAL FUNCTIONS:**

**MAJOR GIFT FUNDRAISING 80%**

* Exhibit guiding behaviors that reflect CW’s values and that support our mission and vision.
* Identify, evaluate, and cultivate individuals and/or foundations, corporations, and organizations to build a base for major gift support, with a focus on hospital programs and projects. Work to build and manage an active portfolio of approximately 50-80 qualified major gift prospects with well-defined cultivation strategies.
* Develop solicitation strategies for a robust proposal pipeline, inviting prospects and donors to support the organization with gifts of $50,000 or more to the foundation.
* Ensure regular meaningful moves with prospects and donors through various activities and communications, primarily face-to-face visits.
* Coordinate and collaborate with other foundation front-line staff and support services on engagement and stewardship strategies. Attend, participate and exhibit leadership in foundation meetings focused on prospect strategy development.
* Coordinate and collaborate with hospital administrative and clinical leadership, staff and volunteers to leverage their expertise and care as part of building strong and long-term philanthropic relationships with prospects and donors.
* Partner with the foundation communication team to compose compelling gift proposals and outreach materials that clearly define the organization’s funding priorities and the impact of philanthropy on the hospital’s excellence.
* Partner with the donor engagement team to ensure a broad range of engagement opportunities and stewardship experiences (special events, personalized communication pieces, etc.) are leveraged to demonstrate impact to current use and endowed named fund donors, to inspire continued involvement of donors and to encourage future philanthropic support.
* In consultation with the foundation leadership, establish revenue and expense budget for assigned fundraising initiatives. Plan and execute initiatives and develop annual fundraising plan.
* Consistently meet outlined metrics for the position.
* Fully participate in the Fundraiser Prospect Management System (Raiser’s Edge) to ensure integrity and timeliness of foundation reporting (gift processing, front-line fundraising activity, portfolio assignments, outreach coordination, etc.).

**SERVICE LINE LIAISON AND OTHER SUPPORT 20%**

* Develop relationships and serve as main foundation point of contact for hospital administration, clinical leadership and staff of the assigned service line(s).
* Staff service line leaders and clinical partners on philanthropic outreach.
* Serve as the content expert among Foundation staff for assigned service line initiatives.
* Develop a knowledge base on system programs and funding needs.
* Participate in hospital activities, meetings and events as appropriate.
* Participate and provide leadership to system culture building committees, task forces, as assigned.
* Represent and speak for CW as appropriate.
* Self-monitor to ensure that all work is in compliance with CW and CWF policies, procedures, and systems as these pertain to Development and to the cultivation and solicitation of private gift support.
* Performs other duties as assigned.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**:

* Bachelor’s degree.
* Five years of successful fundraising experience with demonstrated success in solicitations of $50,000 and above or related experience building strategic relationships that generates revenue Fundraising experience in healthcare arena is strongly preferred.
* Experience with planned giving preferred.
* Strong and effective communication and interpersonal skills to interact effectively with volunteers, staff, donors, prospects and the general public and to represent the hospital to external organizations in a professional manner.
* Skills and abilities to make new contacts and to develop and nurture support/commitment for the hospital and system from individuals, organizations and businesses.
* Demonstrated experience in developing fundraising and/or strategic plans and implementing these plans successfully.
* Ability to maintain complete confidentiality regarding donor and Foundation files.

**WORKING CONDITIONS:**

* Normal office environment where there is no reasonable potential for exposure to blood or other high-risk body fluids.