



**Job Title:** [Development Director - Immunology Center](#)

**Job Shift:** Day

**Job Type:** Full Time

**Job:** *Salary: Minimum salary starts at \$101K. Salary will commensurate with experience.*

At Houston Methodist, the Development Director position is responsible for managing a portfolio of donors, with the primary focus on cultivating, soliciting and stewarding major gift donors. The Director position drives Foundation activity in assigned medical service lines to advance their strategies and initiatives through philanthropic support. This position collaborates with Foundation colleagues and Houston Methodist leaders to elevate the institution by securing philanthropic gifts to support key initiatives and programs. The Director is accountable to specific annual metrics focused on qualification, cultivation, solicitation and stewardship of current and prospective donors. The Development Director position also collaborates with the Associate Chief Development Officer over planned giving to grow the number of planned giving expectancies for her/his areas of responsibility.

#### **FLSA STATUS**

Exempt

#### **QUALIFICATIONS:**

##### **EDUCATION**

- Bachelor's degree

##### **EXPERIENCE**

- Three years of fundraising experience
- Academic medical center and/or large university experience preferred

##### **LICENSES AND CERTIFICATIONS Preferred**

- Certified Fundraising Executive (CFRE) or other fundraising certification preferred

##### **SKILLS AND ABILITIES**

- Demonstrates the skills and competencies necessary to safely perform the assigned job, determined through on-going skills, competency assessments, and performance evaluations
- Sufficient proficiency in speaking, reading, and writing the English language necessary to perform the essential functions of this job, especially with regard to activities impacting patient or employee safety or security

- Ability to effectively communicate with patients, physicians, family members and coworkers in a manner consistent with a customer service focus and application of positive language principles
- Ability to interact and communicate effectively with assigned stakeholders throughout the organization as well as donors and prospects
- Sound judgment and critical thinking skills
- Ability to effectively manage competing priorities
- Ability to interact independently with executives and physicians on fundraising initiatives

### **ESSENTIAL FUNCTIONS PEOPLE ESSENTIAL FUNCTIONS**

- Maintains a portfolio of major gift prospects.
- Focuses on the qualification, cultivation, solicitation, and stewardship of contributors and prospective donors for major gifts in all ranges as directed.
- Interfaces with the Donor Relations and Stewardship to support strategic enlistment and use of councils, volunteers and events for HM and assists with events that support key volunteer and donor pipeline development.
- Interacts with other Foundation staff to facilitate preparation of proposals, acknowledgment letters, gift agreements, solicitation materials and stewardship reports for contributors in portfolio.
- Interfaces with the Campaign Director and assigned service line leaders to identify key campaign fundraising priorities.
- Works closely with the planned giving leader to grow the portfolio of planned giving expectancies.

### **SERVICE ESSENTIAL FUNCTIONS**

- Arranges and attends donor and prospect visits as defined by department metrics.
- Actively engages stakeholders in the development and achievement of strategic initiatives.
- Assists Center of Excellence leaders and department chairs with logistical support in developing and achieving goals of the strategic initiatives as required.
- With direction of department management, develops an accelerated pipeline of development targets.

### **QUALITY/SAFETY ESSENTIAL FUNCTIONS**

- Ensures ethical compliance, as defined by the Association for Fundraising Professionals and all Foundation and Houston Methodist gift-related and

administrative policies. Follows Business Practice standards for fundraising performance.

- Document results of all substantive contacts with donors for team lead review and critique, and maintain documentation on a timely basis to be input by closing of each respective month, including contact reports, outlining donor strategies, proposal development and submissions per month.

#### **FINANCE ESSENTIAL FUNCTIONS**

- Meets minimum agreed annual fundraising targets in qualification, face-to-face contacts, solicitations, and stewardship visits. Drives timelines for solicitation and reporting.
- Achieves target proposal success rate.

#### **GROWTH/INNOVATION ESSENTIAL FUNCTIONS**

- Develops relationships inside and outside of the organization that enhance the organization's ability to integrate donors and potential donors into the community.
- Under direction of department management, develops and executes innovative strategies for obtaining major gift donations.

#### **SUPPLEMENTAL REQUIREMENTS WORK ATTIRE**

Uniform: No

Scrubs: No

Business professional: Yes

Other (department approved): No

#### **ON-CALL\***

\*Note that employees may be required to be on-call during emergencies (ie. Disaster, Severe Weather Events, etc) regardless of selection below. On Call\* No

#### **TRAVEL\*\***

\*\*Travel specifications may vary by department\*\* May require travel within the Houston Metropolitan area Yes

May require travel outside Houston Metropolitan area Yes

#### **Company Profile:**

Houston Methodist is one of the nation's leading health systems and academic medical centers. The health system consists of eight hospitals: Houston Methodist Hospital, its flagship academic hospital in the Texas Medical Center, seven community hospitals and one long-term acute care hospital throughout the Greater Houston metropolitan area. Houston

Methodist also includes a research institute; a comprehensive residency program; international patient services; freestanding comprehensive care clinics, emergency care and imaging centers; and outpatient facilities. Come lead with us!

*Houston Methodist is an Equal Opportunity Employer.*

**To apply:**

- Submit applications via the Houston Methodist careers page:  
<https://www.houstonmethodistcareers.org/job/114736/development-director-immunology-center-leadership-management-corporate/>
- Email resumes to Shu Muthyala, Associate Chief Development Officer  
(ssmuthyala@houstonmethodist.org)