Development Office

Assistant Director of Development for Community Events Fundraising and Leadership Giving in the Department of Neurology

Massachusetts General Hospital is seeking a talented professional to join the Development Office in a direct fundraising role focused on community fundraising events and leadership giving with the Department of Neurology, an area with a significant number of cutting-edge clinical and research programs that depend on philanthropic support. The Department is home to world-class research facilities for neurodegenerative diseases like Alzheimer’s, Parkinson’s and ALS as well as stroke and epilepsy, and pediatric conditions including Leukodystrophy, Muscular Dystrophy and Tuberous Sclerosis. The Department is at the forefront of the search for new treatments and a cure for brain diseases.

Position Overview
This position offers a talented professional the opportunity to help change the future of clinical care and medical research, and to accelerate the testing of promising treatments that would bring hope to patients looking for help with neurological diseases.

Under the direction of the Associate Director of Development for Community Fundraising and in collaboration with the Pediatric Neurology Division Chief, a Senior Director of Development in Major Gifts and the Neurology Marketing Manager, the Assistant Director is charged with building the Pediatric Neurology community events program and managing a major gifts portfolio for the Department of Neurology.

The Assistant Director is responsible for growing the base of support in Pediatric Neurology from 2-3 fundraising events that are organized by patients and their families and friends annually to 12 events annually. S/he will work to support current event organizers and identify and coach new volunteers who have an interest in raising funds for the Department of Neurology.

The Assistant Director will also manage a Major Gifts portfolio of Department of Neurology prospects and donors with an average capacity of $50K and is responsible for securing from them new and renewed support for the Department. S/he will work closely with physicians and colleagues in Development to continually identify, cultivate and solicit leadership gifts to keep the pipeline of support strong and vibrant.

The ideal candidate will be a collegial team player with a proven ability to motivate, engage, and work collaboratively at all levels with prospects, donors, volunteers, leadership, and members of the medical staff, or similar constituencies. Evenings, weekends and limited travel may be required for this role.

About Mass General and the Development Office
Founded in 1811 and located in Boston, MA, Mass General is the third oldest general hospital in the United States and the oldest and largest teaching hospital of Harvard Medical School. One of the world’s top academic medical centers, Mass General is a leader in cutting-edge care and
medical research, and conducts the largest hospital-based research program in the nation. The Hospital is a draw for patients around the world due to its renowned patient-centered clinical care programs.

Recently, Mass General Hospital completed a highly successful fundraising capital campaign, surpassing its $1.5B goal a year ahead of schedule. Thanks to our dedicated volunteers, and the generosity of our donors and employees, the “Campaign for the Third Century of MGH Medicine” has now positioned the hospital’s philanthropic enterprise on a much higher platform. The Department of Neurology was and continues to be one of the hospital’s most successful fundraising units.

The Development Office is a vibrant group of 127+ professionals dedicated to advancing the hospital’s mission of clinical care, research, education, and community health, working together in a positive, collaborative and flexible environment.

We offer a competitive package including generous healthcare benefits and retirement plans, Employee Assistance programs, and professional development opportunities. Also, the Development Office offers an annual Team Success Bonus program, flexible work environment, and team and career growth opportunities.

**Principal Duties and Responsibilities**

**Community Fundraising**
- Collaborate with the Special Events Community Fundraising program and the Corporate Initiatives program to manage the following responsibilities:
  - Develop strategy to cultivate and steward community event organizers for Neurology with a focus on pediatric neurology.
  - Manage and solicit corporate sponsorships for programs within portfolio, including: working with volunteers and Development staff to develop a strategic plan for corporate outreach for community events in Neurology.
  - Work with the Interactive Solutions team to manage the online and social media presence for the programs.
  - Manage a system to accurately track funds raised for events and project future revenue.
  - Develop mailing outreach to past organizers and ensure proper follow up is done to mailing recipients.

**Major Gifts**
- Work with prospects to develop and enhance the relationship to and connection with the Department of Neurology, ultimately leveraging that relationship to maximize philanthropic giving.
- Actively manage a personal portfolio of approximately 100 prospects and donors (generally capable of making gifts of $10K-$50K or more) to build and maintain a prospect and donor base for assigned clinical areas, including: Implement moves management with guidance from Senior Director and the chief of Neurology and document development strategies; follow agreed upon targets for prospect activity and fundraising outcomes; execute moves appropriate to qualification, cultivation,
solicitation, and stewardship; and fully document fundraising and donor work in Raiser’s Edge.

- Successfully solicit and close leadership gifts through face-to-face visits, personalized letters and emails and phone calls working with appropriate Hospital and Development staff.
- Create, maintain and strengthen relationships with physicians, researchers and administrative directors in the Department of neurology, representing the office under the guidance of the Senior Director and the chief of Neurology.
- Oversee the fundraising progress toward assigned goals in leadership giving and community events and work toward the successful attainment of those goals according to an approved development plan.
- In collaboration with the Senior Director, develop solicitation dollar targets based upon the prospect pool.
- Collaborate with colleagues across teams to achieve program and fundraising goals.
- Recommends strategic activities/collateral for a fundraising program with guidance from supervisor.
- Develop an understanding of the breadth of research, clinical, teaching and community service programs of the Department of Neurology.

Qualifications

Bachelor’s degree and a minimum of three to five years of related experience required. This position also requires experience planning, organizing and executing community fundraising events, and experience working with major gifts donors and volunteers.

In addition, the ideal candidate will possess the following attributes and experience:

- Experience devising and implementing sophisticated cultivation and solicitation strategies, required.
- Excellent communication and writing skills, required; and experience writing and editing fundraising materials, preferred.
- Proven ability to motivate, engage, and work collaboratively and collegially at all levels with prospects, donors, volunteers, and members of the medical staff, or similar constituencies.
- Ability to think strategically and manage multiple projects effectively, evaluate problems and display sound, confidential judgment.
- An even disposition and the ability to deal effectively and politely with people from all types of backgrounds and experiences in all types of situations.
- High degree of professionalism and the ability to listen carefully as well as to influence and persuade others.
- Familiarity with privacy-related rules and regulations is important, and the ability and interest to operate in an environment with strict privacy and confidentiality rules, a must.
- Familiarity with the goals and objectives of the Massachusetts General Hospital and Partners HealthCare.
- A professional and considerate demeanor, and have a strong work ethic.
- Be honest, trustworthy, and abide by strict confidentiality guidelines.
• Be highly organized, detail oriented and efficient.
• Be entrepreneurial, collaborative, conscientious, and results-oriented.
• Be motivated to learn and display flexibility in a changing environment.
• Be focused on his or her individual objectives, yet focused on the overall team’s goal.

How to apply

Confidential inquiries may be directed to Martha M. Hanlon, Director of Development, Staff Development, Partners HealthCare Inc. at mmhanlon@partners.org

MGH is committed to diversity among its employees and encourages qualified candidates from all backgrounds to apply.

By embracing diverse skills, perspectives and ideas, we choose to lead. Applications from protected veterans and individuals with disabilities are strongly encouraged.