Development Office

Director of Development, Major Gifts, Psychiatry

General Overview
Massachusetts General Hospital is seeking an experienced professional to join the Development Office Major Gifts team.

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 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.

Position Overview
The Director of Development is a mid-level fundraising position within the Mass General Development Office. Reporting to a Senior Managing Director, the Director oversees and is accountable for all fundraising efforts aimed at achieving goals for specific clinical areas, primarily within the Department of Psychiatry, partnering with Hospital leadership, faculty, researchers and hospital administration to achieve specific fundraising goals.

The Director is an ambassador of the office and is empowered to represent development at the hospital, with minimal guidance from supervisor, within the context of his/her functional responsibilities. The Director may manage one direct report, and may prepare and oversee an assigned budget.

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 senior members of the medical staff, or similar constituencies.

Principal Duties and Responsibilities
- Work with prospects to develop and enhance the relationship to and connection with the hospital, ultimately leveraging that relationship to maximize philanthropic giving.
- Actively manage a personal portfolio of prospects and donors (generally capable of making gifts of $250K or more) to build and maintain a prospect and donor base for assigned clinical areas: formulate 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 gifts (outright, life income, bequests, and gifts of assets,) working
  with Hospital leadership and senior staff, as appropriate.
- Oversee the fundraising progress toward individual and team goal and work toward the successful
  attainment of those goals according to an approved development plan.
- Create and maintain a menu of giving opportunities for assigned areas.
- Collaborate with colleagues across teams to achieve program and fundraising goals
- Create, maintain and strengthen relationships with vice presidents, volunteer leaders,
  chiefs/physicians, researchers and administrative directors.
- Provide oversight and management of several diverse fundraising programs.
- Set management and recruitment strategy for volunteer group, councils, and committees.
- Recommends strategic activities/collateral for a fundraising program with minimal guidance from
  supervisor.

**Qualifications**

Bachelor’s degree and a minimum of seven years of experience in fundraising, required.

This position requires a comprehensive understanding of major gifts fundraising principles and practices;
a comprehensive knowledge of health care; and high levels of professionalism, collegiality, self-
motivation, and organization; and familiarity with the goals and objectives of the Massachusetts General
Hospital and the Partners HealthCare System. In addition, the ideal candidate will possess the following
attributes and experience:

- Experience devising and implementing sophisticated cultivation and solicitation strategies,
  required.
- Experience working with major gift donors and volunteers, strongly preferred.
- Excellent communication and writing skills, required; and experience writing fundraising
  materials, required.
- High level volunteer engagement and management aptitude, strongly preferred.
- A history of growth in an organization and the ability to be a long-term, value-added member of
  the Massachusetts General Hospital’s Development team.
- Proven experience within a complex institution, preferably an academic medical center or
  university.
- Proven ability to motivate, engage, and work collaboratively and collegially at all levels with
  prospects, donors, volunteers, leadership, and senior 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.

Inquiries, Applications, Nominations

Confidential inquiries and nominations may be directed to Martha M. Hanlon, Director of 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.