



## **Vice President Development - CDO**

Founded in 1952, The Lundquist Institute for Biomedical Innovation at Harbor-UCLA Medical Center is a non-profit biomedical research organization dedicated to advancing new therapies and improving patient outcomes through engaging in cutting-edge research within an entrepreneurial, efficient and translationally focused research culture. Simply put, we aim to carry out research that can be turned into diagnostics, devices, or therapies that can treat disease and better the lives and the life expectancy not just of those in the United States, but world-wide. This is what we have been doing for seven decades. The Institute has more than 100 principal investigators – MD's, MD/PhD's and PhD's – working on over 600 research studies. Over the past seven decades, our researchers have been responsible for some of the most important breakthroughs in medicine today. Some examples include:

- ❖ The development of a diagnostic test for serum cholesterol; a blood test to detect Tay-Sachs disease; and a test for thyroid deficiency for newborns;
- ❖ The development of lung surfactants that have saved the lives of millions of premature babies worldwide;
- ❖ The first ovum transfer, laying the groundwork for an infertility treatment used in the birth of almost 50,000 babies worldwide;
- ❖ The development of an inexpensive and easy to administer treatment for eye disease that has saved the sight of hundreds of thousands of children in under-developed countries;
- ❖ The development of an enzyme replacement therapy for mucopolysaccharidosis, saving the lives of thousands of children with that disease;
- ❖ The development of the first FDA approved treatment for sickle cell disease in 20 years, and the first ever treatment for children.

## **Required Skills & Qualifications:**

- A minimum of ten years of progressively more responsible development experience, with significant experience as a senior-level development executive;
- A Bachelor's degree in a relevant field of study required; advanced degree preferred.
- Demonstrated effective leadership style and personal traits:

- Commitment & Passion – demonstrated track record of commitment and passion to past efforts and initiatives, even in the face of adversity
- Honesty & Integrity – actions, judgments and decisions demonstrate a consistent high level of honesty and integrity
- Humility & Empathy – approach to relationships embodies good listening skills, seeking to understand and to serve others, effectively connecting with others
- Leads by example – Inspires other through her or his actions and behavior.
- An ability to assess and evaluate fundraising talent, and an ability to analyze and make recommendations for current and future staffing needs;
- An ability to motivate and inspire higher levels of staff productivity and success;
- Is highly creative, innovative, big-picture thinker with a preference for working in an entrepreneurial, start-up type of environment. Willing to do what's necessary to get the job done;
- Has experience working in a biomedical research institute, hospital, academic medicine, or other healthcare/medically-related environment highly desired;
- Has a proven track record developing grass roots fundraising programs through the implementation of best practice systems, processes and industry standards;
- Has demonstrated success raising major and principal gifts at the seven and eight-figure levels; both as an individual contributor and as a team leader;
- Can show demonstrated success growing and building donor pipelines both regionally and nationally;
- Has a passion for the mission of biomedical research;

### **Description of Duties:**

The vice president for development is the chief development officer for The Lundquist Institute and will provide philanthropic leadership for The Lundquist Institute community and its key constituents. The vice president will serve as a liaison and advisor to the Institute's key leaders and engage its various constituents and stakeholders in the fundraising process, including the president and CEO, vice presidents, chief scientists, principal investigators and researchers, the board of directors, friends of the Institute, and others. She or he will be responsible for building a robust, high functioning and sustainable fundraising program with best practice systems and processes.

### **Key Responsibilities:**

- Assess, plan and implement immediate and future staffing needs that will support the Institute's goals and objectives for increasing philanthropic support;
- Investigate, educate and learn about the science being done at The Lundquist Institute in order to successfully communicate it to donors and potential donors.
- Develop a five-year strategic fundraising plan that incorporates both short term philanthropic priorities and long term goals and objectives;
- Implement best practice fundraising systems and processes and develop a robust, high-functioning and sustainable fundraising program;

- Create new constituent engagement strategies and tactics that ultimately lead to broadening the existing donor pool through annual, major, corporate, foundation, and planned giving programs;
- Expand the pipeline of major gift donors within and beyond the Southern California region to include national and international prospects;
- Lead, inspire and motivate current staff to achieve greater levels of fundraising success;
- Engage Institute leaders, physicians, scientists, researchers, board members, staff and others in the fundraising process and lay the foundation for creating an internal culture of philanthropy;
- Work in close coordination with marketing and communication teams to optimizing development messaging;
- Manage operations, including advancement services, reporting, IT, budgets, policies, procedures and systems to ensure the development program is in compliance with IRS and other federal and state guidelines, as well as adhering to industry standards of practice;
- Serve as an advocate, thought leader and professional representative throughout the fundraising and advancement industry, and remain active with professional and industry associations.

The Lundquist Institute invites applications and nominations for the position. Candidates should submit materials to [jmunz@lundquist.org](mailto:jmunz@lundquist.org) and include a cover letter describing interest in, and qualifications for, the position, along with a resume. Electronic submissions are preferred.