



Chief Development Officer

Summary:

The Chief Development Officer (CDO) reports to the RIH/HCH Hospital President and has a dotted line relationship to the system-wide VP for Development. Under general supervision, the CDO is responsible for leading philanthropic activities in support of the hospital's clinical, research and educational mission. This includes the identification, cultivation and stewardship of individual and corporate prospects and donors within Rhode Island, New England and nationally. Works closely with clinical staff, senior management, Foundation Trustees and volunteers to advance the hospital's philanthropic mission with a chief focus on major and planned giving opportunities.

Responsibilities:

Manages a portfolio of active, major gift donors/prospects and creates cultivation, solicitation and stewardship strategies for each.

Works closely with the RIH/HCH President, system-wide VP for Development, other senior executives and clinical leaders to identify potential opportunities for funding, for both existing and planned projects and programs from all potential individual and institutional sources.

Develops annual plan and strategic objectives for fundraising that incorporates elements of prospect identification, rating, research, cultivation, solicitation, stewardship and recognition. Creates an annual revenue and expense budget for hospital foundation fundraising activities and track progress and variances accordingly.

Generates awareness among Lifespan/affiliate staff of the value of working with the development department when submitting any proposals to foundations or corporations. Facilitates engagement of hospital leadership and other appropriate staff in proposal development, funder cultivation and stewardship as needed.

Ensures coordination and/or creation of annual reporting/stewardship plans for each gift or grant received that ensure and strengthen ongoing relationships with donors. Ensures the appropriate stewardship of all gifts and grants, working with the Finance Department to transfer and report on funds as necessary.

Appropriately documents all cultivation and solicitation activities with prospects/donors and conforms with established prospect clearance policies and procedures.

A valued member of Lifespan Development's Senior Leadership Group, works closely with other hospital CDOs and system-wide VP for Development on prospect strategy and coordination. Participates in system-wide/service line fundraising activities and major campaign efforts as appropriate. Ensures that fundraising strategies are consistent with Lifespan and affiliate missions and work closely with appropriate Lifespan departments on collaborative efforts, particularly around media and promotional support for these gifts.

Participates in major gift training and ongoing educational opportunities to continue to learn best practices in the area of moves management, stewardship and donor recognition.

Works with the appropriate development staff to ensure that all gifts and grants are recorded, acknowledged and recognized in a timely and appropriate manner. Works with the RIH/HCH President, senior management, physician leadership and clinical staff to discern organizational goals, priorities as they relate to hospital foundation fundraising strategies. Secures gifts and grants primarily for capital and program needs of the affiliates.



Maintains high visibility within the hospital and within the external community.

Provides direct supervision of the activities of the fundraisers on staff and any outside consultants, overseeing all work assignments, deadlines and reporting schedules. Conducts annual staff performance reviews and initiates any performance counseling and coaching as necessary.

Works closely to inspire the Rhode Island Hospital Foundation Trustees on advancing the hospital's philanthropic mission. Leverages the support of Trustees and volunteers as appropriate.

May identify, recruit, and motivate volunteers responsible for helping the hospital foundation achieve its fundraising goals (e.g. special events, cultivation activities).

Responsible for maintaining and expanding the hospital's cause marketing program as well as optimizing special event revenue through annual signature events.

BASIC KNOWLEDGE:

Bachelor's degree required.

EXPERIENCE:

Minimum of six to ten years of progressively challenging, professional experiences in the development field including demonstrated experience in major gift cultivation and solicitation.

Experience in health-care preferred.

Exemplary oral and written communications skills are necessary.
Demonstration of strong volunteer management skills.

Strong computer and information management skill preferred.

Basic budget preparation and time management capabilities needed.

SUPERVISORY RESPONSIBILITY:

May directly supervise four or more full-time equivalents.

Supervision includes training, conducting performance appraisals, and recommendation of personnel actions.

Work is performed in various professional environments sometimes requiring early morning and/or late evening meetings.

May also require occasional travel.

Salary range: \$112K-\$125K+

To Apply, please email resume to: dsinapi@lifespan.org