



The Menninger Clinic Foundation
Assistant Director of Philanthropy
Salary: \$80,000 to \$105,000
Hybrid Work Environment

We just filled an Assistant Director position in April and we are growing with this position slated for July 1, 2022.

Do you want to spend your days engaging with caring supporters who want to advance the art and science of mental health care? Do you want to work with a team of dedicated fundraising professionals to help advance the world's understanding and treatment of mental illness? If so, please read on for a career opportunity at The Menninger Clinic Foundation.

Located in Houston, Texas, The Menninger Clinic is a world leader in psychiatric treatment, research and professional education and training. A specialty psychiatric hospital, we treat adults, adolescents and children with severe mental illness and/or substance use disorders, many of whom have co-occurring disorders. Menninger is affiliated with academic partner Baylor College of Medicine and is a member of the Texas Medical Center, the largest medical city in the world.

The Menninger Clinic has been ranked annually by U.S. News & World Report's Best Hospitals publication as one of the top facilities for psychiatry since 1991. We will celebrate our centennial in 2025, continuing a legacy of excellence established by the Menninger Family in Topeka, Kansas.

The Assistant Director of Philanthropy will work with our community of donors to raise funds in support of our industry-leading research and education programs to address critical issues in mental health and patient care.

Reports to: Director of Philanthropy

Key Functions:

1. Raise mid-level, major and planned gifts to support the institutions philanthropic priorities.
2. Achieve fundraising goals – individual, team and organizational – and meet Office of Philanthropy metrics.
3. Strategically develop, implement and report fundraising strategies for his/her portfolio of major gift donors and prospects to effectively move them through a meaningful cycle of giving.
 - a. Make strategic face-to-face visits and qualify prospects that lead to major gifts for research, training and education, patient programs, capital and endowment.
 - b. Develop appropriate cultivation strategies for donors, including staffing key volunteers.
 - c. Move potential donors in an appropriate and timely fashion through, and back-to, the prospect pipeline, with a focus on closure of gifts and long-term stewardship.
 - d. Work with internal team members, leadership and volunteers to submit proposals and requests that lead to major gifts for research, training and education, patient programs, capital and endowments (when appropriate).



- e. Maintain stewardship contacts with donors; adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors.

4. Involve others when appropriate (i.e., Board Directors, Clinic leadership, faculty, other departments, and teammates) in the identification, cultivation, solicitation and stewardship of major gift donors and prospects.

5. Monitor and reports on all assigned prospect contacts to ensure positive and purposeful prospect and donor relations.

6. Achieve goals within budget.

Education and Experience:

- Required: Bachelor's Degree in Marketing, Business or related field
- Preferred: Master's degree in related field
- Preferred: CFRE
- Minimum 5 years of experience in developing and implementing fundraising strategies, resulting in major gifts (\$100K+).
- Measurable track record in raising multiple major gifts (\$100K+), preferably in capital and medical training and research – with results also in general operating/unrestricted, endowment, and other programmatic objectives.
- Preferably, experience securing major gifts from Texas foundations, especially private foundations in the Greater Houston Area.
- Knowledge of the Texas Medical Center, *a plus*.
- Experience in planned giving, *a plus*.

Days/Hours/Environment:

- Monday to Friday – 8 am to 5 pm, plus some evenings and weekends for donor events/meetings.
- Hybrid work environment.
- In-town travel and some out-of-town travel as warranted by donor engagement.

To Apply:

Visit MenningerClinic.org/careers