



Assistant Director of Development

About The Texas Heart Institute

The Texas Heart Institute (THI) is an independent, nonprofit organization whose mission is to improve cardiovascular health through trailblazing research, thought leadership, education, and patient care. Founded in 1962 by renowned cardiac surgeon Dr. Denton A. Cooley, THI performed the first successful heart transplant and total artificial heart implant in the United States. Since that time, the Institute's physicians and surgeons have performed more than 120,000 open heart operations, 250,000 cardiac catheterizations and 1500 heart transplants. Today, THI is recognized as a worldwide leader in the research, diagnosis, and treatment of the most complex cardiovascular conditions. With its hospital partner Baylor St. Luke's Medical Center, THI has ranked among the top cardiovascular centers in the United States by U.S. News & World Report since the publication's rankings were first launched more than 30 years ago.

Position Summary

The Texas Heart Institute is expanding its development office and hiring an Assistant Director of Development. Reporting to the Vice President of Development, The Assistant Director of Development will play a key role in revenue generation by engaging, cultivating, and soliciting prospects and donors for The Texas Heart Institute (THI). The position will be responsible for implementing strategies to increase revenue by engaging individuals and organizations with THI. The successful candidate will have at least 7 years of experience in nonprofit development and an understanding of philanthropic practices. Salary range starts at \$89,000, but is commensurate with relevant experience. This position can be hybrid, but nights and weekends may be required.

Duties and Responsibilities May Include:

- **Articulate THI's Vision:** Shape and effectively communicate THI's work and vision to various donor audiences through various forms of communication. This includes creating annual fund appeals, proposals, cover letters, acknowledgments, stewardship reports, electronic communications, and collateral materials.
- **Event Planning and Implementation:** Working with the VP of Development and the Director of Stewardship, plan, execute, and follow up on events designed to effectively engage donors, prospects, and the public with THI's mission.
- **Donor Outreach and Portfolio Management:** Work with the VP of Development to develop and implement annual objectives and quarterly plans with emphasis on securing gifts from individuals, grateful patients, foundations, and corporations. Manage a portfolio of donors and prospects, providing personalized stewardship and cultivation strategies.

- Annual Giving Program: Working with the Vice President and contracted consultants, establish and manage an annual giving program to generate a sustainable revenue stream from patients, prospects, and donors. This includes developing strategies for identifying, acquiring, soliciting, and stewarding annual giving prospects.
- Public Awareness: Keep the philanthropic community informed about THI's initiatives, breakthroughs, and programs in cardiovascular research, education, and patient care by utilizing various communication channels.
- Other duties as assigned.

Education and Experience

- Minimum Education: Bachelor's degree required; preferably in Communications, Marketing, Nonprofit Management
- Minimum Years of Experience: 7 in nonprofit development, preferably with a focus in healthcare
- Strong work ethic, self-motivated, and ability to work independently as well as collaboratively within a team
- Excellent written and verbal communication skills, with the ability to effectively convey THI's work and vision to diverse audiences
- Knowledge of nonprofit philanthropic practices, including donor cultivation, solicitation, and stewardship
- Proficiency in utilizing various communication platforms and technologies for donor engagement and outreach
- Exceptional organizational skills, with the ability to manage multiple projects and deadlines simultaneously

Computer Skills

- Knowledge of Microsoft products (Word, Excel, PowerPoint, Outlook) is required
- Knowledge of Adobe Acrobat Pro required
- Knowledge of donor databases such as Raiser's Edge, Salesforce or Virtuoso preferred

To Apply

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=82500&clientkey=659928D027D4FA4DAE47BC84E6C3D615&jpt=5a9b3d5ad28ddcd8ddecae685b053de1>