

**CHILDREN'S MEMORIAL HOSPITAL**  
**Chicago, Illinois**

**POSITION DESCRIPTION**

<b>Position Title:</b>	<b>Senior Major Gifts Officer, Medical Research</b>	<b>FLSA Status:</b>	<i>Assigned by HR</i>
<b>Department:</b>	<b>CM Foundation</b>	<b>Date Created:</b>	<b>January 2011</b>
<b>Reports To:</b>	<b>Vice President of Major Gifts</b>		

**General Summary of Position Responsibility:**

Responsible for developing relationships and executing strategies resulting in significant philanthropic gifts that advance pediatric medical research at Children's Memorial Research Center (CMRC) and Children's Memorial Hospital (CMH). In addition to revenue generation, the Senior Major Gifts Officer, Research fills an important, externally-oriented role, representing the institution and the research programs to high level individuals, including members of the Board, volunteers and benefactors. The Sr. Major Gift Officer, Research will develop and maintain a portfolio of 100 to 150 prospects who have the capacity of making six-seven figure gifts. This individual will also play a key role in advancing existing donor relationships and encouraging increased giving to research programs, as well as supporting the efforts of volunteers, committees and volunteer boards.

He/she will work with the Children's Memorial Research Center leadership and volunteer leadership to build a robust funding strategy to engage individuals to support Children's Memorial Research Center. S/he will work closely with other foundation staff to clarify funding priorities and direct support to institutional priorities.

**Preferred Qualifications**

- Minimum of seven - ten years of proven success in complex organizations specifically academic medical centers.
- Proven ability to raise six- and seven-figure gifts from individuals and family foundations.
- Demonstrated success with developing and sustaining relationships with key donors, volunteer leadership, faculty, and senior staff.
- Leadership in initiating, implementing, and sustaining fundraising strategies in support of organizational priorities.
- Authentic interest in and commitment to the Children's Memorial mission as well as the ability to effectively communicate it.
- Experience raising major gifts within the Chicago philanthropic community and/or academic medicine is preferred, but not required.

**Area Specific Job Accountabilities:**

**1 *Specific Duties:***

- A. Manage a portfolio of 100 - 150 research gift prospects, primarily comprised of individuals where the target gift is \$50,000 or above.
- B. Independently develop comprehensive strategies for assigned major gift prospects.
- C. Achieve established Fiscal Year Fundraising Goals
- D. Develop an understanding of the key research initiatives at CMH/CMRC and effectively communicate the value and impact of these initiatives on pediatric healthcare.

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- E. Establish productive working relationships with key MRIC, CMF, CMH and CMRC personnel to create fundraising opportunities.
- F. A primary responsibility of the Senior Major Gift Officer is providing professional and best practice fundraising guidance to volunteers and supporting their major gift fundraising initiatives.
- G. Generate written communication for assigned prospects, which may include creation and editing of proposals, stewardship documentation and other types of fundraising memorandum for internal and external consumption.
- H. Collaborate with other departments within the Medical Center to ensure the success of these campaigns.
- I. Assist in the preparation of briefing documentation for hospital leadership who participate in sponsored events and meetings.
- J. Follow CMF practices and procedures in maintaining and updating the Raisers Edge Information System

**Knowledge, Skills and Abilities:**

- 1. Undergraduate degree from an accredited college or university.
- 2. Minimum of seven years of fundraising experience.
- 3. Experience in managing the major gift fundraising activities of volunteers and volunteer boards.
- 4. Excellent communication skills.
- 5. Strong ability to set priorities and manage processes for effective results.
- 6. Ability to work independently or as part of a collaborative team.
- 7. Demonstrate a high level of curiosity and understanding of medical research.
- 8. Demonstrated success in relationship-building.
- 9. Strong grasp of development principles.
- 10. Experience in an academic/healthcare environment a plus.
- 11. Candidates should have demonstrated success in relationship-building
- 12. Candidates should have a strong grasp of development principles.

**Working Conditions:**

- 1. Office environment.
- 2. Local travel required.
- 3. Occasional evening or weekend participation in meetings or events.

**General Understanding and Nature of the Position Description**

*In accordance with the Americans with Disabilities Act, the above statements are intended to describe the general nature and level of work being performed by people assigned to this job classification. These statements are not intended to be an exhaustive list of all responsibilities, duties and skills of personnel so classified.*