

OREGON HEALTH & SCIENCE UNIVERSITY FOUNDATION

Senior Director of Research & Prospect Management Position Announcement

Since its founding more than a century ago, Oregon Health & Science University has grown into a world-class teaching hospital and research center that draws in students, scientists, and patients from across the country and around the world. At the same time, it retains its strong commitment to serving the local community, and to treating each patient as a unique individual. As the State's only health and research university, OHSU brings together patient care, research, education of the next generation of health care providers, and scientists to improve the health and well-being of all Oregonians. Its mission is both fundamental and profound: to improve the health and well-being of the state and its citizens.

The OHSU Foundation exists to secure private philanthropic support to advance OHSU's vital missions, and to invest and manage gifts responsibly to honor donors' wishes. Each year tens of thousands of donors contribute millions of dollars in financial support to OHSU through this organization. The Foundation also oversees the efforts of hundreds of volunteers who participate in community-based fundraising programs and events supporting OHSU. This broad range of support places OHSU among Oregon's top beneficiaries of private philanthropy.

POSITION SUMMARY

The Senior Director of Research & Prospect Management ("SD") will support the Foundation's mission by setting the strategic vision for its prospect research and relationship management program. Leading both the research & prospect management and donor information systems teams, the SD will work closely with senior leadership in the development of policy and will provide a high level of service and support to the Foundation development staff. Primary responsibilities of this position are leadership and oversight of the following activities: data analysis in support of fundraising priorities and strategic planning with the development staff; database management relating to reporting, prospect identification, and development activities; and development of internal processes, procedures and policies. The SD will also serve as a liaison to senior members of the development staff, will participate in strategic policy development, and will work to successfully execute special projects in support of OHSU fundraising activities. The SD manages a team of six and has an overall staff of nine. For more information about the Foundation, see <http://www.ohsu.edu/ohsuedu/about/foundation/>.

Reporting to the Vice President of Development, the ideal candidate will be a seasoned fundraising research professional who can provide strong and innovative leadership. The SD will be highly motivated with a well-developed ability to work effectively with diverse internal stakeholders. The SD will bring proven management experience along with the administrative skills to organize, direct, motivate, and evaluate other professionals and support staff. He or she will be a creative self-starter who is results-oriented and who has a collaborative management style, excellent written and oral communication skills, and outstanding organizational and interpersonal skills. This highly polished individual will be poised

under pressure, will have the ability to adapt quickly to changing circumstances, and will also have a passion for OHSUF's mission.

FUNCTIONS / DUTIES

- Provide strategic analysis and database management in support of prospect identification, feasibility studies, and prospects for fundraising priorities.
- Develop strategies to maximize the use of wealth screening data and monitor the use of the information for fundraising activities.
- Work closely with the VP of Development to create and report on fundraising/performance goals and progress. Help create and implement fundraising reports.
- Collaborate with senior members of the development staff to initiate and execute department-wide projects, managing to goals and expectations.
- Organize and participate in prospect assignment meetings.
- Supervise the development and execution of annual prospect identification plans, including electronic screening and other data-overlays.
- Identify and coordinate the business/data requirements to enable the creation of propensity models.
- Assign prospect research staff to serve as partner/collaborator with development officers throughout the donor cycle.
- Analyze the distribution within the prospect portfolios to maintain prospect assignments at an optimum level.
- Define and coordinate the development of a suite of prospect management reports.
- Oversee the analysis and reporting of prospect management data to ensure consistent reporting criteria and data quality standards.
- Oversee the development and implementation of policies and procedures for data entry and for managing prospects through the cultivation and solicitation cycle.
- Oversee training for development officers on prospect tracking and management.
- Provide leadership and oversight to the research components of the Patient Partner Program, including effective validation of patient data and appropriate assignment of prospects.
- Provide strategic direction in creating and implementing database and Department process efficiencies.
- Review and recommend use of new technologies, vendor services and information sources.
- Plan, oversee and formally evaluate the work of research and prospect management staff and the donor database and reporting team.
- Establish clear performance objectives and goals, and monitor progress against goals.
- Recruit, select, motivate, train and mentor departmental staff.
- Develop and work within agreed-to departmental budgets.
- Other duties as assigned or necessary.

QUALIFICATIONS

- Proficiency at planning and setting meaningful objectives to integrate the work of the department into the overall goals of DCHF and OHSUF.
- Ability to understand and promote the goals and strategic plan of OHSUF and DCHF.
- Organizational skills to handle several projects and meet deadlines while simultaneously accommodating shifting priorities.
- Strong initiative, self-motivation and the ability to work both independently and in teams.
- Demonstrated leadership skills, preferably within a large and complex organization.
- Proven success in managing staff. Ability to recruit, mentor and direct the development of staff, including setting performance standards and measures; providing appropriate levels of training, mentoring and professional development; and fostering a strong sense of teamwork and cross-functional communication and collaboration among direct reports, the development staff, and with other groups within OHSUF and the University.
- Keen understanding of philanthropy (mission, practice, trends) and fundraising practices (the development cycle, prospect management policies and practices, database management).
- Familiarity with complex relational databases, including extraction of data, information review and storage. Experience with *The Raiser's Edge* preferred.
- Experience with complex statistical analysis and programs.
- Demonstrated ability to retrieve, analyze and synthesize information gathered from a variety of sources, (electronic, print, and people) in support of the fundraising process.
- Excellent written/oral/interpersonal communication skills in order to identify and articulate business challenges, project objectives, and analytical approach; to prepare clear, concise reports that support planning and decision-making; and to be customer-oriented and have the ability to interact effectively with diverse groups.
- Strong ethics and ability to keep confidences. Must be able to handle confidential materials and situations with sensitivity and good judgment.
- Education and/or Experience: Bachelor's Degree; Master's Degree preferred.
- A minimum of five years professional experience required in an analytical, research or information specialist role within an academic, nonprofit, corporate or consulting setting; experience in University fundraising preferred.

To apply: send cover letter and resume to peter@whitefoxgroup.com