



Senior Executive Director of Development, Foundation Relations City of Hope

Duarte, CA (Greater Pasadena/Los Angeles)

<http://www.cityofhope.org/homepage>

Send Nominations or Cover Letter and Resume to:

Terri Rutter

Senior Consultant

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The Opportunity:

City of Hope is seeking a Senior Executive Director of Development—Foundation Relations (SEDOD-FR) to join its highly impactful and aspirational Philanthropy Team, which is dedicated to securing gifts that will truly change City of Hope, but also the world of cancer care and research.

The SEDOD-FR will be a highly visionary and knowledgeable leader, manager, and colleague who will bring a proven ability to partner with Office of Philanthropy colleagues and leadership throughout City of Hope in support of the research and clinical enterprise. The SEDOD-FR brings a thoughtful approach to his/her work and deep experience in successfully cultivating and securing seven-figure and above grants from the foundation sector. Incumbent collaborates with the AVP-FR in setting the strategic direction of the Office of Foundation Relations.

The SEDOD-FR will share responsibility for cultivating and instilling a culture of excellence, collaboration, accountability, and efficiency throughout the Office of Philanthropy and moving toward the vision of being known as a model of excellence among elite fundraising programs. As a leader and an integral member of

the Foundation Relations team, the SEDOD-FR will work closely with Office of Foundation Relations colleagues to identify, quantify and understand City of Hope’s philanthropic priorities and to develop leadership deployment strategies necessary to guide clinicians, researchers, and staff to enhance philanthropic support for campus-wide initiatives including a multi-billion-dollar comprehensive campaign.

The SEDOD-FR will contribute by employing and modeling key processes and programs that support an office-wide focus on collaboration, efficiencies and metrics-based performance outcomes, in addition to primary role responsibilities. The SEDOD-FR will actively support a donor experience model and work collaboratively across the Office of Philanthropy to ensure that donor experience as a cultural value. The SEDOD-FR will be encouraged to operate autonomously and to exercise initiative and authority within general parameters set by the Associate Vice President of Foundation Relations and to represent the Office of Foundation Relations and leadership when necessary.

Overview

[City of Hope](#) is a world leader in the research and treatment of cancer, diabetes, and other serious diseases. It delivers scientific miracles that make lives whole again. Compassion is the heart of its approach and the driving force behind all discoveries. [Founded in 1913](#), City of Hope is one of only 49 comprehensive cancer centers in the nation, as designated by the National Cancer Institute. It has been ranked as one of the nation’s “Best Hospitals” in cancer by *U.S. News & World Report* for more than a decade and is a founding member of the National Comprehensive Cancer Network with research and treatment protocols that advance care throughout the U.S. With particular excellence in bone marrow and stem cell transplants, City of Hope’s program is one of the largest and most successful in the world, with unrivaled survival rates. Distinguished by [excellence and innovation](#), each treatment City of Hope creates gives people the chance to live longer, better and more fully.



[Play the Video: Learn more about City of Hope.](#)

As City of Hope looks toward the next 100 years, it continues its [mission](#) and commitment to transform the future of medicine.

Click [here](#) to view City of Hope’s most recent annual report.

Click to view City of Hope’s [strategic plan](#) and [update](#).

City of Hope Philanthropy

The Office of Philanthropy’s vision is to support the life-saving work of City of Hope by being known institutionally and nationally as a model of excellence among elite fundraising programs. Raising the

philanthropic resources to fuel leading-edge research, exquisite and compassionate clinical care, and advancement of biomedical education and training drives the City of Hope's Office of Philanthropy – and each member of the Office of Philanthropy is a stakeholder in this work.

An integral and respected team within the City of Hope community, the Office of Philanthropy is led by [Chief Philanthropy Officer Kristin Bertell](#). A visionary, warm, and compelling leader, Bertell is committed to creating one of the premier philanthropy programs in the country, moving City of Hope to a model of excellence for the 21st century. [President and CEO Robert Stone](#) is a trusted partner who is actively engaged in philanthropy and tireless in his work with donors. Buoyed by City of Hope's culture of collaboration and innovation; its compelling mission; its national and community outreach success; and its productive working relationships with physician-researchers, the Office of Philanthropy is poised to drive transformational impact.

Bertell and her team of expert, seasoned fundraising leaders are committed to growing revenue from its current level of more than \$140 million raised last year to \$225M annually in four to five years, making it one of only six cancers in the country that raise more than \$100 million annually. The senior team has implemented an innovative new organizational structure that features a new layer of leadership that will bring the team size to 200 in anticipation of expanded transformative and principal giving opportunities.

Office of Philanthropy leaders at City of Hope share a commitment to recruiting top national talent, to maximizing team performance, and to developing and leveraging individual team members. The team's professional and support staff in Southern California and in field offices across the country work with 700 research and clinical colleagues and 45,000 volunteers nationwide. It is seeking professionals who place team before individual achievement, are creative and innovative, have mission passion and intellectual curiosity, are collaborative yet personally accountable, and can "connect the dots" between their work and the work of others on behalf of donors and philanthropy.

To this end, City of Hope invests in its staff through the Team Activation Program (TAP) initiative. This initiative increases the effectiveness of the team through focused transparency & accountability, building trust within teams; training & development; celebrating innovation & risk taking; enhancing team communications and removing roadblocks to maximize activation. The TAP initiative ensures that the Office of Philanthropy is poised to move quickly, effectively and efficiently to maximize opportunities on behalf of City of Hope.

To learn more about City of Hope's perspectives on talent and culture, please [view the digital brochure](#), specifically designed for individuals considering a professional career move to advance philanthropy at City of Hope.

The Role

The Senior Executive Director of Development – Foundation Relations (SEDOD-FR) will serve in a leadership role on the Foundation Relations team. The SEDOD-FR will report to, and work closely with, the Associate Vice President, Foundation Relations (AVP-FR). The SEDOD-FR will also work closely with members of the Transformative Philanthropy team and actively partner with colleagues across the Office of Philanthropy (OOP) to optimize collaborative philanthropic results.

The SEDOD-FR will foster long-term partnerships and strengthen new and existing relationships with the foundation sector to provide sustainable philanthropic support for the immediate and long-term goals of City of Hope.

In this role, the SEDOD-FR will have the following primary areas of focus:

- In partnership with Transformative Philanthropy and Foundations leadership, as well as in collaboration with fundraisers across OOP, work with City of Hope leaders to respond to emerging organizational priorities, matching strategic initiatives with appropriate foundations.
- Oversee, manage and execute creative, innovative, and customized donor strategies for a portfolio of OFR donors and prospects at the \$500,000 and up gift capacity. Identify, cultivate and solicit Foundation prospects capable of making major and principal gifts to City of Hope, and build and manage an active portfolio of 25 to 40 prospect and donor relationships. Utilize data to define strategic plans for solicitation of prospects.
- In partnership with OFR and OOP colleagues, continuously innovate and implement comprehensive foundation qualification, stewardship, and donor relations programs that sustain long-term strategic relationships with foundation donors and prospects.
- Partner with colleagues across OFR, OOP and Enterprise Leadership to present formal fundraising proposals to donors and prospects and prepare senior leadership for individual and formal presentations. Serve as a proactive, team-oriented leader to ensure philanthropic results are optimized through leveraging collaborative OOP efforts. Oversee and participate in donor strategy and proposal development in response to opportunities identified by OFR and/or in partnership with colleagues across OOP.

In partnership with the AVP-FR, provide effective and efficient leadership and management of the daily operations of OFR on issues relating to City of Hope policies and procedures, development policy, budgetary resources, management controls, accountability, risk management, performance standards, and strategic planning. Ensure that all of the above are in compliance with associated regulations and policies. Manage team of foundation relations gift officers, develop comprehensive prospect/donor pipeline to meet OOP and foundation relations annual financial goals. Guide gift officers in uncovering new prospects and establishing proactive plans for engagement and solicitation.

Requirements:

- Consistent knowledge and familiarity with national trends in philanthropy, biomedical research and healthcare practice and policy.
- Evolving mastery of advancement, fundraising, and foundation relations best practices.
- Proven experience in securing major and principal gifts from foundations, possessing a thorough understanding of grant policies, solicitations, stewardship, donor recognition and reporting, and administration.
- Demonstrated skill and experience in working with prominent foundation leaders, program managers, and senior leadership and volunteers.
- Experience in developing and executing highly-personalized foundation strategies for medical research, health sciences, or major universities or other non-profit organizations.
- Demonstrated ability to craft and present persuasive and complex presentations to donors, volunteers, and City of Hope leadership and staff.
- Exceptional interpersonal, organizational, analytical, writing, and editing skills, as well as the ability to work in a collaborative and consultative manner with faculty, administrators, and staff.
- Strong sense of ethical conduct that will inspire confidence and motivation with the proven ability to persuade colleagues and donor prospects, while maintaining confidentiality in all matters as they relate to sensitive donor relations issues.
- A commitment to an attitude of gratitude.
- A curiosity about philanthropy, learning and a dedication to inspiring curiosity in others.

Key Responsibilities:

- Oversee, manage and execute creative, innovative and customized donor strategies for a portfolio of OFR donors and prospects at the \$500,000 and up gift capacity. Identify, cultivate and solicit prospects capable of making major and principal gifts to City of Hope, and build and manage an active portfolio of 25 to 40 foundation prospect and donor relationships. Utilize data to define strategic plans for solicitation of prospects.
- Manage and participate in the development of thoughtful strategies designed to build and move the foundation prospect pipeline and to move prospects and donors into sustained philanthropic support of City of Hope.
- Working collaboratively with colleagues across OOP, conceptualize and oversee proposal development for foundation donors and prospects and/or prepare senior management for the presentation of proposals. Ensure AVP-FR and OOP and Enterprise leadership are appropriately informed of planned solicitation activity at the major and principal gift level.
- In partnership with the AVP-FR, provide effective and efficient leadership and oversight of the daily operations of OFR on issues relating to City of Hope policies and procedures, development policy, budgetary resources, management controls, accountability, risk management, performance standards, and strategic planning. Ensure that all of the above are in compliance with associated regulations and policies.

- Maintain positive and enduring relationships with foundation prospects and donors throughout the gift cycle through facilitation of engagement opportunities, stewardship reports, strategic communications, and experiential activities. Serve as an organizational leader to represent City of Hope to external audiences, especially private foundation leaders and program officers.
- Collaborate with the AVP-FR to ensure that ELT leadership are appropriately informed/briefed with the information and guidance they need to meaningfully engage City of Hope's foundation prospects and donors and to achieve the desired outcomes and actions sought through their engagement.
- Achieve annual goals as developed in conjunction with OOP and the AVP-FR.
- Manage, supervise, and develop an exemplary professional and administrative staff: providing effective communication, leadership by example, guidance and resources. Evaluate staff performance regularly and in concert with the AVP-FR, determine merit increases, promotions and disciplinary actions. Determine staff qualifications and competency: assist with recruitment, and selection of new staff hires. Train, orient, and mentor new and existing staff.

Manage an effective fundraising and administrative unit. This responsibility includes:

- Supervise staff
- Screen applications, interview candidates and either make selection decision or recommend individuals for hire.
- Onboard, train and assign work to new and continuing staff.
- Provide guidance on performance standards and organizational procedures.
- Independently conduct performance evaluations, including communication with subordinates.
- Make recommendations for employee incentive awards and salary increases, including merits and reclassifications.
- Determine what discipline should be imposed for subordinates, with authority to apply such, and/or submit/recommend same to higher level management.
- Work effectively with Human Resources regarding any personnel issues.
- Evaluate programs using financial feasibility studies and market research, including planning and evaluating OFR programs and making recommendations and decisions for improvements. Oversee and manage annual budget for the unit.
- Work collaboratively with colleagues across OOP and the Enterprise to ensure that all policies, systems and processes related to City of Hope Foundation Relations are followed, while maintaining a philosophy of continuous improvement, integrating user feedback as appropriate.
- Leadership responsibilities and representation throughout the Office of Philanthropy and City of Hope, including membership on Philanthropy committees and Task Forces.
- Develop and maintain high-quality, long-term relationships with City of Hope executive leaders, faculty, and staff. A demonstrated commitment to a culture of philanthropy.

Basic education, experience and skills required for consideration:

- Bachelor's Degree in business, philanthropy or related field. Experience may substitute for subject area requirements.
- 7+ years in foundation relations development, marketing and communications or related field in non-profit environment.

- 3+ supervisory experience.
- Fundraising courses, campaign development, leadership.
- Confirmed knowledge and experience with local and national foundations.
- Demonstrated ability to hire, plan, train, manage, mentor, and discipline staff, as well as set priorities to direct others in maintaining established high standards of work production and ethics.
- Proven ability to work with investigators and physicians, as well as foundations that engage in peer-review funding.
- Expert organizational, analytical and project/program management skills, including skills in setting and meeting goals and objectives within budget and time constraints.
- Expert written and interpersonal communication skills, including political acumen, to establish and maintain good working relationships throughout the organization and with outside constituencies.
- Experience in a complex medical, scientific, or academic development setting encouraged.
- Experience in a creative, innovative shop encouraged.

Preferred education experience and skills:

- Master's in business, philanthropy or related field. Advanced degree or subsequent experience.

City of Hope is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with disability.

Division Leadership



Renée Power
Associate Vice President, Foundation Relations

Renée joined City of Hope in August 2019, bringing 16 years' experience in fundraising within healthcare and higher education. She most recently served as Regional Director of Corporate and Foundation Relations for the Southern California Region of Providence St. Joseph Health. In this role she oversaw grant-seeking for ten medical centers across Los Angeles and Orange County, raising funds from institutional investors for patient care, community health initiatives, nursing research, fellowships, and several capital campaigns. Before joining Providence, Renée led foundation relations at the University of San Francisco, where she secured 6- and 7-figure grants for USF's \$54 million campaign for the Center for Science and Innovation. She also led the foundation relations team at the Rehabilitation Institute of Chicago, where she raised funds for biomedical engineering research leading to advancements in care for people with disabilities. In addition, she has led corporate and foundation fundraising efforts at Northwestern Memorial Hospital and Metropolitan Family Services – a large social services organization serving the entire

Chicagoland area. Renée earned her J.D. from the University of Wisconsin Law School and B.A. in Speech Communication from the University of Illinois Urbana-Champaign.

Location

Southern California and Duarte (Greater Pasadena/Los Angeles):



As the Office of Philanthropy notes in its [recruitment brochure](#), Southern California is an ideal location to create the ultimate work-life balance, with trend-setting metropolitan cities, urban and natural landscapes, sprawling beaches, and eclectic entertainment options.

Located 21 miles northeast of Los Angeles and 10 miles from Pasadena, City of Hope's leading-edge medical and research facilities in Duarte, CA, are surrounded by lushly landscaped gardens and open spaces. Its community practices bring premier care to local communities in Los Angeles and Riverside Counties.

Duarte is known as the City of Health, a small progressive community located in Los Angeles County at the base of the picturesque San Gabriel Mountains. At 6.8 square miles and a population of 21,486, Duarte is a richly diverse community of stable neighborhoods and friendly neighbors, surrounded by other similar communities such as Monrovia and Arcadia. Green foothills, parks, hiking and bike trails, and beautiful new social and recreational gathering places enhance the livability of the community. The Duarte Unified School District serves students from Duarte, Bradbury, and unincorporated communities to the south of Duarte and Monrovia. Within Duarte, there are also five licensed private schools. To view a brief video about Duarte, please click [here](#).

Background Checks:

Prior to submitting your resume for this position, please read it over for accuracy. Lindauer does verify academic credentials for its candidates, and our clients frequently conduct background checks prior to finalizing an offer.

To learn more, call
Terri Rutter, Senior Consultant at
617-262-1102
or send nominations or cover letter and resume to
trutter@LindauerGlobal.com.
All inquiries will be held in confidence.



Setting the Standard in Nonprofit Talent

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