



## **Principal Gifts Officer – Valhalla, New York**

### **About Westchester Medical Center Health Network**

The Westchester Medical Center Health Network (WMCHHealth) is a 1,700-bed healthcare system headquartered in Valhalla, New York, with 10 hospitals on eight campuses spanning 6,200 square miles of the Hudson Valley. WMCHHealth employs more than 12,000 people and has nearly 3,000 attending physicians. From Level 1, Level 2 and Pediatric Trauma Centers, the region's only acute care children's hospital, an academic medical center, several community hospitals, dozens of specialized institutes and centers, skilled nursing, assisted living facilities, homecare services and one of the largest mental health systems in New York State, today WMCHHealth is the pre-eminent provider of integrated healthcare in the Hudson Valley.

The flagship of WMCHHealth, Westchester Medical Center, is a 415-bed academic hospital, one of three hospitals located on the network's Valhalla, NY campus. Westchester Medical Center is the regional hub of tertiary and quaternary care and is the primary referral facility for other hospitals, serving as a lifeline for more than 2.4 million people in the Hudson Valley. Westchester Medical Center's mission is to provide the highest quality care for all residents of the Hudson Valley, regardless of their ability to pay, providing a network that ensures access to a coordinated continuum of care for its community.

Westchester Medical Center Foundation (WMCF) is a 501(c)(3) non-profit charitable organization devoted to supporting Westchester Medical Center's continued excellence in patient care, research, and education. The Foundation depends on the generosity of individuals, families, corporations and foundations to strengthen the world class medical care that benefits the people we treat. Each year, more than 100,000 adults and children receive care at WMC in every clinical specialty through our main hospital, Maria Fareri Children's Hospital (MFCH), and our Behavioral Health Center.

### **Summary of Position**

Westchester Medical Center Foundation is seeking a highly skilled individual with a strong interest in healthcare for the position of Principal Gifts Officer. The Principal Gifts Officer will be responsible for building, maintaining and leading a major giving program focused on individual donors at the \$25,000+ level. The Principal Gifts Officer's work will include a focus on the WMCHHealth Network's clinician engagement program, through which clinicians, administrators, volunteers and others are engaged in building a pipeline of grateful patients and other key

stakeholders to assist in driving revenue and creating a culture of gratitude throughout the WMCHHealth Network.

### **Key Responsibilities**

- Develop and implement an individual fundraising plan with a specific focus on major gifts through financial and activity metrics. The individual fundraising plan will include a diversified focus on major giving by individuals and institutions, grateful patients, Network leaders and employees, planned giving, and a robust individualized stewardship program for existing donors.
- Build and maintain a portfolio focused on individual donors at the \$25,000+ level, including identification, development, qualification, cultivation, solicitation, and stewardship to meet departmental goals and support the funding priorities of the WMCHHealth Network.
- Create a pipeline of major gift prospects and use moves management to strategically cultivate potential donors and increase fundraising success
- Implement a clinician engagement/grateful patient fundraising program in assigned clinical and programmatic service line areas across the Network.
- Engage with representatives and leaders throughout the WMCHHealth Network, including but not limited to, senior executives, department chairs, board members, division heads, program directors, administrators, physicians, nurses and others to strengthen and expand the understanding and communication of Network and service line priorities to prospective donors.
- Collaborate with the Foundation team to support pipeline development activities including, but not limited to, annual appeal, leadership & employee giving, 3rd party giving, and special events to promote the overarching goals of the Network and the Development function. Collaborate with Network leaders on the development of program and service-line focused informational, marketing and solicitation materials.
- Develop relationships and communicate regularly with donors, patients, family members, physicians and other health care professionals via phone calls, emails, texts or visits to cultivate prospects and enhance donor relations.
- Draft donor correspondence and proposals and enter all activities and progress in fundraising software system.
- Analyze and leverage data to track and trend fundraising efforts and monitor established targets and financial goals.
- Support the development, planning and execution of donor presentation and appreciation events.
- Attend all events/special functions, as appropriate including weekends and weekends
- Collaborate with WMCHHealth colleagues in the development of programs, events, and recognitions for donors and development campaigns.
- Ensure HIPAA compliance in the implementation of the program.
- As necessary, assists with staffing a variety of volunteer leadership groups in conjunction with development department colleagues.
- Participates as needed in the Development Department's ongoing operations and special projects.

## **Qualifications**

- Five to seven years of experience in a development/fundraising position. Preferential consideration will be given to candidates with a history working in a healthcare philanthropy role, especially in clinician engagement/grateful patient fundraising programs.
- Proven ability to cultivate, solicit and steward donors and utilize strategies for fundraising success, including solicitation of five and six figure gifts.
- Experience working with major gift giving, capital campaigns, planned and annual giving
- Bachelor's degree required. Advanced degree preferred.

### **Knowledge, Skills, and Abilities**

- Highly organized with the ability to work independently while demonstrating initiative and innovation
- Exemplary written and verbal communication skills, including the ability to speak and write in a clear, concise and convincing manner for the intended audience
- Ability to work collaboratively with colleagues, board members, donors and volunteers
- Computer proficiency in Microsoft Suite applications
- Ability to identify new opportunities for revenue generation
- Demonstrated ability to establish, build relationships and be in social settings with, individual high-net worth donors, trustees of family foundations and individuals involved with their estate planning
- Adaptability and flexibility to thrive in a fast paced, multi-faceted environment
- Excellent computer skills and experience with fundraising software required, Salesforce NPSP experience preferred
- Ability to travel to constituent homes, businesses, organizations and throughout the WMCHHealth Network

## **Salary Range**

Salary range of \$90,000-150,000, commensurate with experience

## **Application Process**

To apply for this position, please submit your resume to [Foundation@wmchealth.org](mailto:Foundation@wmchealth.org) or call (914)493-2575.