

**ADVENTIST HEALTH GLENDALE FOUNDATION  
DIRECTOR OF MAJOR GIFTS**

**ABOUT ADVENTIST HEALTH GLENDALE FOUNDATION**

For over a century, Adventist Health Glendale has been at the forefront of health care, touching countless lives in Glendale, the surrounding communities and across the world. Adventist Health Glendale is an active and devoted leader in promoting a healthy lifestyle and the highest quality of medical care. The organization strives to provide their patients and their families with the latest in technology, treatments, research, clinical trials, and safe, award-winning compassionate care.

The Adventist Health Glendale Foundation was established in 1983 to support this live-saving work. With the help and generosity of donors, friends and sponsors, the Foundation has purchased vital medical equipment, built and renovated facilities, provided free community health programs and screenings, assisted cancer patients and survivors, supported medical professionals, provided comfort services for patients, sponsored summer camps for children with special needs and much more.

**POSITION OVERVIEW**

Reporting to the Vice President of Development, The Director of Major Gifts is responsible for all aspects of individual giving prospect development. A practiced relationship builder, the Director of Major Gifts cultivates and maintains relationships with key internal stakeholders, such as physicians and nurse leaders while implementing thoughtful, strategic cultivation, solicitation and stewardship plans for prospective major donors. Assuming primary responsibility for the Grateful Patient Program for the Foundation, the Director of Major Gifts creates an annual development plan with major gifts starting at the \$25,000 level. The ideal candidate has demonstrated experience managing fundraising initiatives with a focus on accountability, best practices, and collaboration.

A collaborative leader, the Director of Major Gifts engages with physicians and nurses across multiple service lines to coordinate activities within the Foundation team. Together with the Foundation team, the Director of Major Gifts will enthusiastically motivate physicians, and other healthcare professionals to help grow our individual donors and Grateful Patient program while engaging and inspiring our volunteers.

**KEY RESPONSIBILITIES**

*Strategic Leadership*

- Develop, strategize, implement, and execute the annual major gift's strategy inclusive of the Grateful Patient program.
- Collaborate with the Foundation team in reaching its fundraising activity and revenue goals through strong individual frontline focus.

- Identify, qualify, cultivate and solicit a portfolio of Grateful Patient Donors (GPD) and a pipeline of highest value major gift prospects.
- Develop external relationships to identify and qualify a portfolio of 80-120 prospect/donors based on prospect research, past giving history and advice from stakeholders to determine giving potential.
- Act as spokesperson for AHGF activities as requested.
- Participate in special/campaign/leadership projects.

#### *Relationship Development*

- Identify, organize and direct the efforts of philanthropic physician and nurse champions for the Grateful Patient Program.
- Ensure regular contact with donors through various activities and communications, especially face-to-face meetings.
- In conjunction with internal stakeholders, support the development of a long-term strategy for a sophisticated major gifts program.
- Develop system for oversight of relationships with corporate prospects and family foundations.
- Work collaboratively with internal stakeholders to engage and inspire volunteers.

#### *Reporting Functions*

- Create monthly reports that accurately reflect major gifts program progress and performance.
- Maintain an active portfolio with low inactive/cold rates, moving prospects through the fundraising cycle.
- Develop and implement best-practices for major gift donor stewardship to ensure growth and frequency of giving.
- In collaboration with the Data Management Team, assume responsibility for management of data and accounting of the of the funds raised through these initiatives, and projects

#### **QUALIFICATIONS**

- A minimum of 5-7 years of successful experience in fundraising/revenue development securing gifts from individuals and foundations/trusts.
- Bachelor's degree level or equivalent experience.
- Exceptionally high level of written & oral communication/presentation skills.
- Exceptional relationship building skills having worked with a wide range of donors and funding decision makers and a genuine interest for helping donors fulfil their passions and interests through their giving/philanthropy.
- Track record of personally negotiating and management of high value donor relationships securing significant donations (\$25k or more) and a sizable portfolio of prospects from individuals, companies, and/or foundation/trusts.

- Proficient using Microsoft Office suite (PowerPoint, Excel, Word) and CRM databases to facilitate fundraising success.
- CFRE is an asset.
- Complies with behavioral standards, policies, procedures and handbooks established by the organization.
- Driver's License, insurance, and ability to travel around Los Angeles.
- Flexibility to work evenings and weekends for fundraising, cultivation and other events.

#### **COMPENSATION AND BENEFITS**

Adventist Health Glendale Foundation offers a competitive salary. Benefits include: Medical, Dental, Vision and Retirement plan contribution.

**This is an in-office position, located in Glendale.**

Adventist Health Glendale Foundation is an Equal Opportunity Employer and encourages applications from qualified individuals who are representative of the culturally and ethnically diverse communities that we serve.

***Envision Consulting was retained by Adventist Health Glendale Foundation in their search for a Director of Major Gifts. To apply, please click the following link: <https://bit.ly/AdventistHealthDirMG> Applicants are more than welcome to contact Melissa Montoya or Hillary Weston.***