



The Menninger Clinic Foundation
Assistant Director of Philanthropy
Salary: \$80,000 to \$113,000
Hybrid Work Environment

Do you want to spend your days partnering with caring supporters to advance mental health care in Houston and beyond? Do you want to work with a team of dedicated fundraising professionals to further the understanding and treatment of mental illness? Do you want to help bring Menninger's world-class care to more people? If so, please read on for a career opportunity at The Menninger Clinic Foundation.

Located in Houston, Texas, The Menninger Clinic is a world leader in psychiatric treatment, research and professional training. A specialty psychiatric hospital, we provide a continuum of outpatient, residential and inpatient programs to treat adults, adolescents and children suffering with severe mental illness and/or substance use disorders. Menninger is affiliated with academic partner Baylor College of Medicine and is a member of the Texas Medical Center. In 2023 Menninger began accepting private insurance, thereby increasing access to many more people in our community.

The Menninger Clinic has been ranked annually by U.S. News & World Report's Best Hospitals publication as one of the top facilities for psychiatry since the list began in 1991. We will celebrate our centennial in 2025, continuing a legacy of excellence established by the Menninger Family in Topeka, Kansas.

The Assistant Director of Philanthropy will work to help build our community of donors and raise funds in support of our world-class care, industry-leading research, specialized education programs, and community outreach initiatives.

Reports to: Director of Philanthropy

Key Functions:

1. Achieve fundraising goals – individual, team and organizational – and meet Office of Philanthropy metrics.
2. Raise first-time, mid-level, major, and planned gifts to support the institution's philanthropic priorities.
3. Develop strategy and oversee implementation of Annual Giving Direct Response program with an emphasis on patient, trainee alumni engagement, board, and employee giving.
4. Strategically develop, implement, and report fundraising strategies for an assigned portfolio of major gift donors and prospects to effectively move them through a meaningful cycle of giving.
 - a. Make strategic face-to-face visits and qualify prospects that lead to major gifts for research, training and education, patient programs, capital and endowment.
 - b. Develop appropriate cultivation strategies for donors, including staffing key volunteers.



- c. Move potential donors in an appropriate and timely fashion through the prospect pipeline, with a focus on the closure of gifts and long-term stewardship.
 - d. Work with internal team members, leadership, and volunteers to submit proposals and requests that lead to major gifts.
 - e. Maintain stewardship contacts with donors; adhere to the highest ethical standards; demonstrate empathetic disposition and perseverance; reflect optimistic and positive attitude, and convey sensitivity to the needs of donors.
5. Involve others when appropriate (i.e., Board Directors, Clinic leadership, colleagues in other departments, and philanthropy teammates) in the identification, cultivation, solicitation, and stewardship of donors and prospects.
 6. Monitor and report on all assigned prospect contacts to ensure positive and purposeful prospect and donor relations.
 7. Coordinate in-person and virtual boutique events; assist with large Menninger events.
 8. Other duties as assigned.

Education and Experience:

- Required: Bachelor's Degree in Marketing, Business or a related field
- Preferred: Master's degree in a related field
- Preferred: CFRE
- Minimum 5 years of experience in successfully developing and implementing fundraising strategies, resulting in major gifts
- Measurable track record in annual fund implementation and oversight
- Experience securing major gifts from Texas foundations, especially private foundations in the Greater Houston Area, *a plus*
- Experience in healthcare fundraising and knowledge of the Texas Medical Center, *a plus*
- Experience in planned giving, *a plus*

Days/Hours/Environment:

- Monday to Friday – 8 am to 5 pm, plus some evenings and weekends for donor events/meetings
- Hybrid work environment
- In-town travel and some out-of-town travel as warranted by donor engagement

To Apply:

Visit MenningerClinic.org/careers