

## SENIOR DIRECTOR, MAJOR GIFTS

PAY GRADE

20

JOB CODE

OM123

EEO/AA

1/2

FLSA

EXE

PM

LEAD

### About Shirley Ryan AbilityLab

Shirley Ryan AbilityLab is the global leader in physical medicine and rehabilitation for adults and children with the most severe, complex conditions. By joining our team, you will be part of our life-changing Mission and Vision. You'll work in a truly inclusive environment where diversity and equity are championed through words and actions. You'll contribute to an innovative culture that is second to none, one that embraces curiosity, discovery and compassion. You'll play a role in something that's never been done before as we integrate science and clinical care to help patients achieve better, faster outcomes — as we Advance Human Ability, together.

### General Summary

The Senior Director, Major Gifts is responsible for managing and overseeing a prospect portfolio of approximately 150-200 individuals with the goal of securing major gifts from those individuals. The Senior Director, Major Gifts will focus in large part on securing funds for any special campaigns, as well as annual fundraising requirements with increasing capacity year over year to support operations, research and special projects. This position works with colleagues in a collaborative and productive manner with the goal of raising maximum funds for Shirley Ryan AbilityLab.

The Senior Director, Major Gifts will consistently demonstrate support of the Shirley Ryan AbilityLab statement of Vision, Mission and Core Values by striving for excellence, contributing to the team efforts and showing respect and compassion for patients and their families, fellow employees, and all others with whom there is contact at or in the interest of the institute.

The Senior Director, Major Gifts will demonstrate Shirley Ryan AbilityLab Core Attributes: Communication, Accountability, Flexibility/Adaptability, Judgment/Problem Solving, Customer Service and Core Values (Hope, Compassion, Discovery, Collaboration, & Commitment to Excellence) while fulfilling job duties.

### Principal Responsibilities

#### The Senior Director, Major Gifts:

1. Manages a portfolio of 150-200 individuals with goal of securing major gifts from those individuals.
2. Stewards donor relationships positively so that donors remain committed to Shirley Ryan AbilityLab and make gifts to the best of their ability.
3. Cultivates internal relationships to most effectively raise money for Shirley Ryan AbilityLab funding priorities.
4. Responsible for the continuous improvement and expansion of Grateful Patient fundraising program. Related goals will include, but not be limited to established working and referral relationship with SRALab operations and research leaders, raising standards, improving efficiency and effectiveness and expanding the overall programs under management.
5. Uses a working knowledge of planned giving and incorporates gift planning strategies in helping donors/prospects optimize their philanthropy.
6. Advocates for Shirley Ryan AbilityLab and its funding priorities to external constituencies.
7. Coordinates major tours and donor site visits.
8. Advances relationships of the individuals, families, and family foundations in their portfolios and ensures that all opportunities to cultivate prospective donors and donors are maximized.
9. Using a Moves management process, conceives of, promotes and coordinates the interaction of potential and current donors with physicians and other individuals who have the ability to deepen the prospective donor's engagement with Shirley Ryan AbilityLab.

10. Participates in outreach events and cultivation visits to meet, identify, and qualify prospective donors.
11. Implements strategies to keep prospective donors and donors involved and informed ongoing projects and programs.
12. Assesses and analyzes donor interest and matches interest with institutional priorities.
13. Drafts timely and strategic correspondence to advance relationships.
14. Conceives and implements fundraising proposal solicitation strategies and gift acknowledgement/stewardship recognition events in collaboration with department colleagues.
15. Performs all other duties that may be assigned in the best interest of Shirley Ryan AbilityLab.

## **Reporting Relationships**

1. Reports directly to the Associate Vice President, Advancement

## **Knowledge, Skills & Abilities Required**

1. Bachelor's Degree required with significant relevant work experience, particularly academic healthcare; Master's Degree preferred.
2. A minimum of 20 years of professional work experience including 12 years of fundraising experience required, with a demonstrated track record of leadership, strategic vision, and collaboration within a complex organizations
3. Demonstrated knowledge of donor base and experience in major gift solicitation required.
4. Campaign experience required.
5. Raiser's Edge experience preferred.
6. Previous experience working with other senior managers with establishing strategic plans and objectives.
7. Ability to work on multiple projects simultaneously, making final decisions on administrative or operational matters and ensures objectives are achieved.
8. Able to participate in corporate development of methods, techniques, and evaluation criteria for projects, programs, and people.
9. Demonstrated ability of working on complex issues where analysis of situations or data requires in-depth knowledge of the company.
10. Past interaction with executives and/or major customers involving negotiation or attempting to influence senior level leaders regarding matters of significance to the organization.
11. Past experience of having overall control of planning, staffing, budgeting, managing expense priorities, and recommending, and implementing change.
12. Excellent written and verbal communication skills.
13. Working knowledge of information technology tools such as the Microsoft Office Suite, fundraising databases, and appropriate web-based applications and services.

## **Working Conditions**

1. Hybrid in-office and remote schedule.
2. Normal office environment with little or no exposure to dust or extreme temperature.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.