



Nonprofit Consultants

**EXECUTIVE TRANSITION CONSULTANTS**

20 Stanwix Street, 9<sup>th</sup> Floor, Pittsburgh, PA 15222

Tel: 412.434.1335 \* Fax: 412.281.5925 \* Email: towens@deweykaye.com



**St. Clair Hospital**

**EXECUTIVE DIRECTOR**

**ST. CLAIR HOSPITAL FOUNDATION, PITTSBURGH, PA**

**PERFORMANCE PROFILE**

*This position is ideal for a mission driven, philanthropy executive that is committed to the delivery of exceptional healthcare to the region, particularly in the South Hills of Pittsburgh. It is essential that the Executive Director provide leadership and vision to the Staff and Board of the Foundation which raises funds for the operations and special projects of this community-based, high quality medical facility. This opportunity affords an accomplished and creative individual the ability to work with a dedicated and connected Board of Directors to develop revenue to support the health of the community, and the Hospital that serves its residents. The successful Executive Director will create and execute a development plan in line with organizational goals and interface with various sectors of the community to invite participation in the mission of St. Clair Hospital.*

**ORGANIZATION OVERVIEW & HISTORY**

St. Clair Hospital's first priority is to provide high quality, comprehensive health care services to the region. The Foundation raises funds to make grants for health care services, programs, and outreach efforts for residents of the communities served by St. Clair Hospital. Located in Mount Lebanon, PA, the St. Clair Hospital Foundation is a private, non-sectarian, not-for-profit 501c(3) tax-exempt affiliate of St. Clair Hospital. More information about St Clair Hospital Foundation is available at: <http://www.stclair.org>.

**RESPONSIBILITIES**

Reporting to the Chief Executive Officer of the Hospital, the Executive Director (ED) is ultimately responsible for overseeing the day-to-day operations of the Foundation: internal operations, finance, external relations, communications, working with the Board of Directors and committees, developing and implementing strategy, grant-making, and revenue generation.

The Executive Director is directly responsible for (or managing Staff to implement) the following:

- Board of Directors Liaison
- Overall Campaign Management
- Grant Writing
- Major Gift/Planned Giving Cultivation and Solicitation
- Prospecting
- Public Representative of the Foundation
- Staff Management
- Annual Giving Campaign Organization and Solicitation
- Employee Campaign Management
- Communications and Publication Management
- Special Event Planning
- Prospecting
- Donor Recognition

**PERFORMANCE OBJECTIVES**

The successful candidate will be expected to accomplish the following within one year in this position:

- **Management/Operations/Administration.** Assess the existing infrastructure of SCHF to determine if resources are allocated appropriately.

- **Fund Development.** Within six months, build and launch a development plan with realistic goals and targets for the next 18 months. Implement the plan, monitor its progress and ensure its success.
- **Financial Oversight.** Work with the CEO and Board to develop an appropriate and realistic organizational budget. Ensure that checks and balances are in place for proper fiscal oversight. Monitor revenue and expenses to ensure fiscal health.
- **Staff Management.** Evaluate all Staff in current roles. Put Staff development plans in place consistent with organizational goals. Monitor and provide ongoing leadership to Foundation Staff.
- **Board and External Relations.** Meet with every Board member one on one to discuss their goals for the Foundation.
- **Strategic Planning.** Work with the SCHF Board and Staff to complete a strategic plan. Lead the implementation and monitoring of that plan. Develop tactics and strategies to reach annual and long-term goals and objectives.
- **Grantmaking/Community Investment.** Ensure that the grantmaking policies and procedures of SCHF reflect Hospital needs and Foundation priorities.
- **Hospital Relations.** Successfully build relationships with the key leaders of all departments within the Hospital. Work to develop collaboration and open channels of communication with these key leaders.

## KNOWLEDGE, SKILLS & ATTRIBUTES

The ideal candidate for this position possesses the following:

- A minimum of ten years of diverse nonprofit development, preferably in a healthcare setting. This experience must include successful management of a team of development or revenue generating professionals.
- A mission-minded sensibility with intense passion for the work of SCHF.
- The energy and vision to work within and outside of the health system to build and fund creative partnerships that support the mission of SCHF.
- A strategist, with experience developing and raising funds for activities similar to those funded by St. Clair Hospital Foundation; experience and comfort working with individuals of high net worth a plus.
- An ethos of excellence and customer focus, always striving for the best, developing it in team members, and building it into signature programs.
- Success moving, leading, and working collegially with a Board of Directors.
- Financial acumen, experienced in managing organizational or department budgets in a health care or nonprofit setting with an understanding of investment management.
- Excellent communication and presentation skills, both oral and written.
- Undergraduate degree required; master's degree in related field desirable.

## COMPENSATION

This position has a highly competitive salary and benefits package, commensurate with the level of skill and experience expected from applicants.

## TO APPLY

Interested individuals wishing to confidentially discuss this opportunity may contact Michelle Pagano Heck at [mheck@deweykaye.com](mailto:mheck@deweykaye.com) or by calling 412.434.1335. Qualified individuals may apply in confidence by submitting resume, cover letter and compensation requirements to: [resumes@deweykaye.com](mailto:resumes@deweykaye.com). Please reference the following in the subject line of your email: **St. Clair Hospital Foundation, Executive Director (#160-MH687).**

**Candidates must submit materials no later than Friday, March 19, 2010. If you do not receive an email confirmation of your submission within 3 business days, please call Dawn Kopp at 412-434-1335. Please direct all inquiries related to this position to Dewey & Kaye.**

*St. Clair Hospital Foundation is an Equal Opportunity Employer.*