



JOB DESCRIPTION

EXECUTIVE DIRECTOR
WASHINGTON HOSPITAL HEALTHCARE FOUNDATION

FREMONT, CA

COOK SILVERMAN SEARCH

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Greenbrae, CA 94904

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ABOUT WASHINGTON HOSPITAL HEALTHCARE FOUNDATION (WHHF)

Established in 1982, the Washington Hospital Healthcare Foundation is a 501(c) (3) non-profit corporation created to serve as the guardian of gifts and bequests to the Washington Hospital Healthcare System. It is designed to enhance the health care system by increasing public awareness and by providing financial support. Through generous contributions from companies and individuals, the Foundation has funded many important projects.

The mission of the Washington Hospital Healthcare Foundation is to enhance the Washington Hospital Healthcare System by increasing public awareness and by providing financial support.

For more information, please visit www.whhs.com/giving-volunteering/our-foundation.

POSITION OVERVIEW

The Executive Director is accountable for establishing and maintaining the strategic direction, administration, and programs of the Washington Hospital Healthcare Foundation (WHHF). The role is responsible for the organizational and financial success of WHHF, such that it meets established objectives in support of Washington Hospital Healthcare System.

Key duties include fundraising, , board development, and community outreach. In addition to performing the essential functions listed below, may also be assigned other duties as required.

REPORTING RELATIONSHIPS

The Executive Director reports to the Chief Executive Officer of the Washington Hospital Healthcare System. The position supervises three talented foundation staff members and manages a large volunteer corps, including working closely with the WHHF Board of Trustees. The position is a member of the hospital's senior management team.

PRIMARY RESPONSIBILITIES

- Build a sustainable major gifts program, including identification, cultivation, solicitation and stewardship of major gifts/leadership gifts prospects in collaboration with the CEO and Board members.
- Manage and direct Foundation trustees and volunteers to aide in Foundation activities, specifically fundraising and stewardship.
- Develop the strategic plan for all major/leadership gifts and capital campaign solicitations.
- Provide strategic fundraising direction to CEO and Board.
- Staff the Executive Committee and Campaign Cabinet of the Board.
- Manage all foundation staff.
- Work closely with CEO and Board volunteers to cultivate, solicit and steward major gifts and leadership gifts prospects.
- Provide oversight for Foundation fundraising activities, including gift processing, direct

mail, annual gifts, planned giving, grant seeking, and campaign counsel.

- Adhere to fundraising best practices with regards to policies and procedures.
- Develop and implement a robust planned giving strategy.
- In coordination with events staff, oversee the planning, implementation and execution of fundraising and stewardship events.
- Oversee maintenance of the donor database.
- Develop and manage the departmental revenue/expense budget in coordination with CEO and CFO.

QUALIFICATIONS

- Ten-plus years progressive experience with quantifiable results in all areas of fundraising
- Experience growing a major gifts program
- Capital campaign experience
- Bachelor's degree
- Advanced degree or advanced fundraising certification programs (CFRE) preferred
- Knowledge of SF Bay Area philanthropic community that supports healthcare, including specific knowledge of East Bay philanthropic community
- Commitment to and enthusiasm for the mission of Washington Healthcare Hospital System
- Experience managing a team of fundraising and marketing professionals including proven ability to hire, train, manage and retain staff
- Proven track record of setting and attaining successful fundraising goals
- Proven success in major gifts identification, cultivation, solicitation and stewardship, annual fund management, corporate and foundation relations, marketing and communications
- Ability to be highly organized, efficient and effective in task and time management.
- Ability to manage multiple projects, initiatives and events in parallel
- Demonstrated ability to collaborate with peers, Board of Trustees, Volunteers and community leaders and members
- Experience making presentations to audiences, large and small
- Ability to effectively communicate mission and goals of organization

TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at apply@cooksilverman.com.

All applications and inquiries will receive a response and be kept strictly confidential.

Washington Hospital Healthcare Foundation is an Equal Opportunity Employer.