Position Announcement

Vice President of Development

OSF Healthcare Foundation
Peoria, Illinois

Reports To
Thomas G. Hammerton, Chief Development Officer & Foundation President

Organization Profile
OSF Healthcare is a not-for-profit Catholic health care corporation that operates a medical group, hospital system, and other health care facilities in Illinois and Michigan. It is an integrated health system owned and operated by The Sisters of the Third Order of St. Francis, Peoria, Illinois, includes OSF Healthcare System consisting of 11 acute care facilities and two colleges of nursing. OSF also has a physician organization, employing nearly 700 physicians in various specialties and more than 300 advanced practitioners, who are part of the OSF Medical Group. OSF Saint Francis Medical Center is the flagship hospital located in Peoria.

OSF Healthcare owns an extensive network of home health services known as OSF Home Care Services and also owns OSF Saint Francis, Inc., composed of health care related businesses, and the OSF Healthcare Foundation, the philanthropic arm of OSF Healthcare System and OSF Home Care.

The array of health services provided by OSF Healthcare and its affiliates also includes approximately 42 hospital-based outpatient facilities, approximately 108 physician office practices in 79 separate locations, six home health agencies and five hospice
programs. The Ministry Services office in Peoria, Illinois, provides corporate management services as well as direction, consultation and assistance to the administration of the health care facilities.

OSF Health System has eleven medical facilities. All are located in various cities in Illinois with the exception of their hospital and medical group in Escanaba, Michigan. There are four facilities for cancer care within the system and OSF Saint Francis Medical Center in Peoria is a Commission on Cancer (CoC) accredited cancer program. The system offers eleven service specialties including Children’s Hospital of Illinois located on the campus of OSF Saint Francis Medical Center in Peoria. The vast array of health care facilities operated by OSF HealthCare includes a total of 1,540 licensed acute care beds. The largest hospital, OSF Saint Francis Medical Center in Peoria, Illinois, is a 609-licensed bed tertiary care teaching center providing numerous specialty services and extensive residency programs for physicians.

OSF HealthCare is committed to academic medicine and research to assist with the development of strong health care providers for the future as well as to elevate clinical performance by participating in clinical research.

A rich history of nursing education has been built through the Saint Francis Medical Center College of Nursing (Peoria, IL) and the Saint Anthony College of Nursing (Rockford, IL). OSF is also affiliated with the University of Illinois, College of Medicine Residency and Fellowship Programs.

**The Foundation:**
The OSF Healthcare Foundation serves to help insure the future integrity of the OSF HealthCare Mission: “In the spirit of Christ and the example of Francis of Assisi, the Mission of OSF HealthCare is to serve persons with the greatest care and love in a community that celebrates the gift of life.” The voluntary foundation board consists of nine members. OSF Foundation Councils are made up of
community volunteers who lead the charge in philanthropy for areas OSF calls home. Each OSF location has its own OSF Foundation Council named for the medical center and hospital they support.

The Councils act on behalf of OSF Healthcare Foundation for the benefit of the particular health care facility it supports. OSF Foundation Councils organize, conduct and engage in fundraising activities approved by the Regional Chief Executive Officer and President of the health care facility along with reporting and distributing funds in accordance to the donors’ wishes.

The Foundation oversees philanthropy staffing associated with specific medical facilities and provides system-wide gift officers in specialty areas. Together, through philanthropy, the Foundation obtains resources crucial to enhancing the OSF Healthcare Mission.

**Thomas G Hammerton, Chief Development Officer & Foundation President**

Tom Hammerton provides leadership for an integrated development program to include Major Giving, Planned Giving, Annual Giving and Community Events. Additionally, he provides overall leadership, direction and management for all OSF fundraising activities and provides community outreach.

Tom is from Peoria and was Vice President of Development at St. Francis from 2008 to 2013 and has been President the OSF Healthcare Foundation from 2013 to present. He was instrumental in garnering record-breaking contributions to support the Children’s Hospital Milestone Project.

Prior to joining OSF Tom worked for nine years as an Associate Vice President for Bradley University where he was responsible for fundraising and development staff management.

**Position Summary**

The Vice President of Development serves as a member of the executive leadership team for the Foundation. This executive will be responsible for complete oversight of the design, implementation and execution of comprehensive, Ministry-wide philanthropic programs directed to meet the financial needs of the OSF Ministry.
while building and enhancing relationships with donors. In addition to managing gift officers within the development department, this position must sustain positive and mutually-rewarding relations between the OSF Ministry and its donors. The Vice President of Development for the OSF Healthcare Foundation will be engaged in all relevant leadership opportunities within the Ministry and will oversee all campaigns.

The Vice President collaborates with the President, Vice President of Operations and additional Foundation team members and provides administrative oversight and direction to the overall fund development objectives (short- and long-term goals) within the Foundation. Furthermore, this position will implement and execute a metrics system that will create accountability of gift officers toward the overall revenue goal.

The Vice President also serves as the Campaign Manager, overseeing all aspects of current and future campaigns including day-to-day operations, the hiring and management of staff involved in direct fundraising activity, the coordination and implementation of the fundraising operations and ongoing coordination of the campaign. This responsibility also includes creating and managing budgets allocated to campaign activities.

**Reporting Relationships**

- Reports to the Chief Development Officer & Foundation President
- Responsible for the work of ten to fifteen exempt and nonexempt administrative, professional and support personnel.

**Principal Duties & Responsibilities**

The following are essential job functions of the position:

1. Responsible for proactively developing, securing approval, implementing, and administering a comprehensive development program, designed to increase philanthropic support for the OSF Healthcare System.
2. Responsible for building and maintaining a prospect management system that relates directly to the campaign goals and targets for the development team.
3. Manages a portfolio of 100+ top major gift prospects and conducts actions accordingly to engage, cultivate, solicit and steward this donor audience.
4. Provides oversight and execution of all Foundation
initiatives to build a culture of Philanthropy throughout the OSF Healthcare Ministry. Identifies and establishes good rapport with target groups—such as administration and physician leadership—for major gift appeals centered on expanding relationships within each of the OSF communities.

5. Initiates discussions with hospital administration and caregiver leadership regarding the funding (capital, programmatic) needs of the Ministry and assists in determining which projects will be well-suited to attract philanthropic support and, if necessary, develop and implement a major capital initiative to seek donor support.

6. Engages Foundation Ministry team to deliver comprehensive plans for major gifts, planned giving, corporate and annual fund initiatives. Identifies and establishes good rapport with target groups for development appeals, such as corporation and foundation executives, professional associations, and the like, then develops strategies to obtain contributions from target groups.

7. Guides and directs all Foundation development team members in the overall strategy of moving Ministry donors through the donor giving continuum. Works in conjunction with the Foundation Prospect Research Coordinator to establish expectations of the Foundation’s moves management system and assumes responsibility for holding team members accountable to those standards.

8. Works collaboratively with the Administrative Services Manager to prepare and/or direct the preparation of complex and/or confidential reports, analyzes and studies, as necessary, reviews reports, analyses, and summaries and presents to CDO/President of the Foundation and/or other appropriate management personnel and team to provide various reports on moves metric system including projected revenue for each fiscal year.

9. Responsible for effectively managing Ministry Foundation development personnel as assigned by the CDO/President. Assesses overall development staffing needs for the Foundation and recruits additional team members as necessary. Engages Foundation managers to identify the development tasks that can be delivered throughout the Ministry as “centralized efforts” and the tasks that can be provided by the individual hospital officers.
10. Maintains knowledge of trends and developments specific to the health care field by reading appropriate articles, journals, and related material, and by attending professional seminars and conferences. Engages management team in regular opportunities to benchmark and build a “best practice” for the OSF Foundation.

11. Works with the CDO/President, Vice President of Operations and the Director of Donor Engagement and Gift Planning to execute strategy throughout the Ministry to acknowledge all major gifts in a timely manner and ensure successful stewardship of major gift donors.

12. Responsible for development, implementation and oversight of Ministry-wide Development Department budget, demonstrating sound fiscal decisions and foresight.

13. Ensures Foundation policies and procedures reflect the operating philosophy and culture of OSF HealthCare System.

14. As a member of Foundation executive leadership, shares responsibility for communicating the teachings of Lay Ministry with subordinates and providing them the opportunity to understand the Mission of The Sisters of the Third Order of St. Francis more deeply; responsible for supporting the Mission and applying it to the areas of responsibility.

15. Supports and is involved in the Healthcare System’s continuous quality improvement efforts designed to increase patient outcomes, increase patient satisfaction, and improve the utilization of the Medical Center’s human, capital, and physical resources.

**Qualifications**

Qualities and experiences that ideal candidates should display include:

- Advanced knowledge of fund development, grant proposal preparation, basic accounting and statistics.
- Approximately seven to ten years in healthcare development with progressively, more responsible-related work experience including at least five years in a complex system environment necessary to effectively understand advanced fundraising techniques and concepts.
- The ability to develop sources for contributions as well as make persuasive presentations to potential donors.
• Can demonstrate a clear and in-depth knowledge of Raiser’s Edge™ software and how to adapt the resources within Raiser’s Edge™ to maximize moves management for donors and provide clear accountability documentation.

• Advanced interpersonal skills necessary in order to effectively represent Health System initiatives and be persuasive with a variety of influential internal and external contacts when eliciting cooperation and support for priority projects.

• Advanced analytical skills necessary to determine effective fund development strategies, identifying potential sources of contributions, and develop short- and long-term development goals and objectives for the Foundation.

Memorandum

The salary and benefits are competitive and commensurate with experience, qualifications, and verifiable salary history. Paschal•Murray supports the commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories.

The corporate philosophy statement indicates that it is the obligation of each employee of OSF Healthcare System to abide by and promote the Philosophy, Values, Mission, and Vision of The Sisters of the Third Order of Saint Francis.

This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.

Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

Colette M. Murray, Search Consultant  colette@paschalmurray.com
Paschal•Murray  
Executive Search  
San Diego • Raleigh • Wilmington  
Voice: (760) 863-4512  
www.paschalmurray.com

Paschal Murray, Inc.  
EXECUTIVE SEARCH  
www.paschalmurray.com