



**Job Title:** Vice President of Philanthropy

**Reports To:** Chief Operating Officer (COO)

**Position Summary:** The Meadows Mental Health Policy Institute (MMHPI) seeks a Vice President of Philanthropy to lead, in conjunction with the COO and Chief Executive Officer (CEO) a comprehensive, top-in-class development program that secures significant philanthropic resources from individuals, corporations, and foundations to support MMHPI's mission. The Vice President of Philanthropy must be a proven and inspiring leader, a successful major and gifts fundraiser with skill in designing and executing complex donor strategies, and experienced in program management. The position oversees all major gifts functions, which includes managing multi-year fundraising campaigns, board recruitment and development, donor prospecting and research, gift solicitation, and stewardship. The position works closely with MMHPI staff, MMHPI Board of Directors and other volunteer leaders, and builds a culture of philanthropy throughout the Institute. The work location for this position is in the State of Texas, with preference for Houston, North Texas or Central Texas. Statewide travel (up to 60%) may be required. Some duties may require access to reliable personal transportation.

**Responsibilities:**

- Oversees the Institute's major gift fundraising efforts, including restricted and unrestricted grants, endowment, and annual fund programs;
- Works closely with the CEO, COO, and the Board of Directors to create and implement plans to identify, cultivate, solicit, and steward major gift prospects, including individuals, foundations, and corporations;
- Identifies and oversees implementation of the cultivation plan for a portfolio of major donors;
- Participates in revenue forecasting, IT development, and related finance and administration processes of the Institute;
- Oversees stewardship of major donors, foundations, and corporations; actively engages the CEO, COO, and MMHPI Board, and others as necessary;
- Manages and tracks major gift activities to achieve the goals put forward by the CEO and COO;
- Attends and reports as needed for MMHPI Board and committee meetings;
- Fulfills additional duties and responsibilities as assigned.

**Required Qualifications:**

- Bachelor of Arts degree, Bachelor of Science degree, or equivalent degree;
- Seven to ten years of development experience;
- Experience building and maintaining long-term relationships with constituents such as individual major donors, private foundations, and corporations;
- Experience conceiving and implementing strategic initiatives;
- Excellent verbal and written communications skills;
- Proven skills in planning, implementation, and follow-through with the ability to articulate vision for fundraising and to work a plan capable of sustaining that vision;
- A result-oriented individual who demonstrates the ability to work well with people at all levels of the organization, warmly developing relationships while simultaneously employing keen judgment;
- Strong ability to prepare proposals, reports, and correspondence as necessary;
- Demonstrated ability to work with technology;
- Proven success in motivating volunteers and donors;
- High degree of professionalism while maintaining complete confidentiality;
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously and meet deadlines;
- Commitment to the mission, goals, programs, and future aspirations of the organization.

**Preferred Qualifications:**

- Master's degree in related field;
- Certified Fund Raising Executive (CFRE) or related certification.

**To Apply:**

Qualified applicants are encouraged to submit their resume and cover letter to [careers@texasstateofmind.org](mailto:careers@texasstateofmind.org)

**About Meadows Mental Health Policy Institute**

The Meadows Mental Health Policy Institute is a nonpartisan, nonprofit organization that supports the implementation of policies and programs that help Texans obtain effective, efficient mental health care when and where they need it. The Institute's vision is for Texas to be the national leader in treating people with mental health needs. For more information about the Meadows Institute, please visit: [www.texasstateofmind.org](http://www.texasstateofmind.org)

*The Meadows Mental Health Policy Institute is committed to equality of opportunity in all aspects of employment and provides full and equal employment opportunities to all employees and potential employees without regard to race, color, national origin, religion, gender*

*(including pregnancy, childbirth, and related medical conditions), physical or mental disability, age, citizen status, veteran status, genetic information, or any other legally protected status.*