



Vice President of Foundation
Operations

Connecticut Children's

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BOSTON | NEW YORK

Connecticut Children’s seeks a Vice President of Foundation Operations to oversee the successful operations and moves management of philanthropic programming

About Connecticut Children’s Medical Center

Ranked by U.S. News & World Report as one of the best children’s hospitals in the nation, Connecticut Children’s Medical Center has a rich history with over 100 years, fostering a patient and family-centered environment with a focus on research, education, and advocacy.

Connecticut Children’s serves as a free-standing primary pediatric teaching hospital in Hartford, Connecticut for the UConn School of Medicine, and has a teaching partnership with the Frank H. Netter MD School of Medicine at Quinnipiac University. Connecticut Children’s welcomes, cares for, and protects all children who walk through its doors, with over 30 specialties and more than 1,000 dedicated medical staff.



About Connecticut Children’s Foundation

Connecticut Children’s Foundation supports the Medical Center by engaging patient families, donors, community members, philanthropic partners, and other constituents. The Foundation raises the financial resources needed to invest in people, research, technology, and state-of-the-art equipment, while also supporting the care all children need and deserve. A dedicated team of professionals work closely with donors to match their passions and interests with the strategic needs of Connecticut Children’s. Additionally, the Foundation plans and implements some of the finest philanthropic events in the region, with one goal in mind: to generate support for Connecticut Children’s and help deliver life-saving care to more children.

Diversity, Equity, and Inclusion

Connecticut Children’s has established a Framework for Diversity, Equity, and Inclusion to ensure that all patients and their families, staff, and volunteers are treated with respect. The Framework is outlined below in three sections:

- **Our Workforce:** Building a diverse workforce that leverages the unique talents and abilities of everyone
- **Our Workplace:** Fostering an inclusive work culture where everyone is valued for who they are and for their contributions to the organization
- **Our Marketplace:** Ensuring patients, their families, and our community partners all feel respected



Additionally, Connecticut Children’s early success in dedicating efforts towards increasing Diversity, Equity, and Inclusion has been defined by four of the nine pillars that their framework is based on:

- **Culture audit and assessment:** We understand the importance of co-creating our future direction. This approach includes interviews, focus groups and a survey to incorporate the voices of team members as we shape our path forward.
- **Strategic staffing:** This effort will help to ensure a more diverse workforce through the adoption of new processes to attract more diverse candidates and achieve a greater balance across our workforce representation over time.

- **Education and awareness:** This involves building knowledge and skills among team members regarding diversity, equity and inclusion through training sessions, Pediatric Grand Rounds lectures, and other learning programs. It also involves raising awareness internally and externally about our progress.
- **Community action:** This ensures our diversity, equity and inclusion work has a broader impact on our community. We are committed to partnering with external organizations to address health equity and all factors that influence child health outcomes.

About the Opportunity

Connecticut Children’s Foundation seeks a professional leader with proven experience in all areas of operations as their Vice President of Foundation Operations (VPFO). This individual will have a deep appreciation for the mission of Connecticut Children’s and drive the overall strategy of the Foundation alongside the Foundation President. The VPFO will report to the President and serve as a contributing member of the Foundation Leadership team providing strong organizational leadership. Additionally, the VPFO will have four direct reports on their team. The VPFO utilizes information systems, including Salesforce, the Foundation’s CRM, to support the Development, Corporate & Foundation Relations, Philanthropic Events, and Stewardship and Donor Relations teams.



The Vice President of Foundation Operations will be responsible for the management and optimization of operations for the Foundation. They will provide oversight for all Foundation operations, leading the areas of data information, research, gift processing, record management, receipt, and acknowledgments, as well as overseeing external reporting and ensuring best practices of Foundation operations. The VPFO will work proactively to manage and improve all aspects of the donor experience with the Foundation, including providing exceptional management of the donor database, and excellent customer service to support fundraising efforts. This role requires attention to detail, an organized approach, and a very high skillset for database administration.

This is an exciting time for the VPFO to join the team, as Connecticut Children’s is embarking on their first comprehensive campaign in support of a \$400 million expansion for the health system. The highlights of this campaign will be establishing a Fetal Care Center, adding an Advanced Cellular & Gene Therapy Unit, expanding Mental Health services, adding Patient Family Housing, creating 50 private Neonatal Intensive Care Unit rooms, and building an eight-story expansion on its main campus to double the size of the existing Medical Center. The VPFO will have a central role in the successful roll out of the campaign and in turn, the scope, reach and footprint of Connect Children’s Medical Center.

Key Responsibilities

- Lead and coordinate all activities in the areas of database administration, gift processing, constituent records, reporting and documentation, research and prospect management, and related technology support.
- Oversee the planning and evaluation of the operational infrastructure necessary to promote, sustain, and elevate the Foundation’s fundraising activities, staying current on best practices, and proposing and testing new opportunities to optimize performance.
- Provide a wide array of analytical reports in support of Foundation related activities. Coordinate and fulfill all Foundation data requests, including donor analysis, progress reports, financial reporting etc.





- Serve as a key liaison for the Foundation through interdepartmental collaboration with other key departments within the organization including but not limited to: Finance, Information Support Services, and the Office for Grants and Sponsored Programs, to develop and implement best practices that drive the Foundation's day-to-day operations and enhance overall strategy for growth.

- Establish and communicate a clear donor focused vision for individuals, corporations, foundations, and organizations – consistently promoted across the Foundation. Ensure that this vision aligns with the Foundation's strategic plan and organizational objectives.

- Collaborate with other Foundation Vice Presidents on donor pipeline and moves management development to provide a holistic, strategic donor experience at the Foundation.

- Recommend and coordinate an integrated approach for the distribution of fundraising materials to targeted audiences.
- Manage the operating, and capital budgets as well as fundraising projections.
- Work in partnership with other Foundation Vice Presidents to establish and monitor tracking systems in support of the fundraising efforts of each department, program, event, and activity.
- Oversee and ensure integrity of data by controlling security for user groups, system documentation and end-user manuals, and regular systems maintenance activities.
- Demonstrate support for the mission, values, and goals of the organization through behaviors that are consistent with the Connecticut Children's standards.
- Uphold the nine pillars of diversity, equity, and inclusion with a particular focus in fostering an inclusive work culture where everyone is valued for who they are, and the contributions they bring to the organization.

Key Qualifications

- 10 plus years of experience in nonprofit fundraising operations
- Strong experience in fundraising database management
- Proficiency in database administration, prospect and constituent management, data imports and exports, and report development
- Strong analytical, organizational, management, and communication skills
- Understanding of, and experience with, supporting the data and informational needs of frontline fundraisers
- Knowledge of fundraising and accounting principles, methods, and techniques
- Deep familiarity with all aspects of financial management
- Exceptional interpersonal skills and the ability to interact, and work effectively with, the Medical Center leadership, prospects, donors, and volunteers
- Expert end-user knowledge of Microsoft Windows operating system, Microsoft Office, and Salesforce
- Understanding and appreciation for the mission of a comprehensive health care institution and foundation
- Demonstrated commitment to promoting and enhancing diversity, equity, and inclusion
- Ability to work effectively on a Senior Leadership team to advance the mission, vision, and strategic priorities of the Foundation
- Advanced verbal and written communication skills including the ability to present effectively to diverse groups of various sizes
- Strong leadership skills, and ability to motivate and manage a team



All Connecticut Children's are required to show proof of vaccination against COVID-19, subject to approved medical or religious exemptions or disability accommodations.

Connecticut Children's is an Equal Opportunity Employer that celebrates a diverse community. All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.

Please email your cover letter and resume in confidence to:
connecticutchildrens@development.com

For more information, please visit www.developmentguild.com

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For more information about Connecticut Children's, please visit: www.connecticutchildrensfoundation.org

About Development Guild DDI

For 40 years, Development Guild DDI has consulted to leaders across the nonprofit spectrum. Based in Boston and New York, we have successfully collaborated with more than 650 clients nationwide in the sectors of health & science, education, environment, the arts, and social justice. We are experts in executive search and fundraising and are at the forefront of delivering best practice in these services.

With each engagement, we work in teams tailored to a client's particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in both fundraising and executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.

