

Job Title: Senior Director of Philanthropy, The Hackett Center for Mental Health

Reports To: Executive Director of The Hackett Center for Mental Health and the Executive Director of the Trauma and Grief Center at The Hackett Center

Position Summary: The Meadows Mental Health Policy Institute (Meadows Institute) seeks a collaborative and strategic professional to serve as Senior Director of Philanthropy for The Hackett Center for Mental Health and for the Trauma and Grief (TAG) Center at the Hackett for Mental Health. The Hackett Center is the Houston/Gulf Coast regional operating center of the Meadows Institute, focused on meeting the behavioral health needs of Greater Houston, the Texas Gulf Coast and beyond. The Senior Director of Philanthropy will work in partnership with the Executive Director of The Hackett Center for Mental Health, the Executive Director of the TAG Center at The Hackett Center, and the Vice President of Philanthropy for the Meadows Institute to help identify and develop funding sources to support existing and planned program activities.

Primary responsibilities include donor prospecting and research, gift solicitation, identifying and responding to public and private grant opportunities relevant to the work of The Hackett Center for Mental Health and the TAG Center, and the preparation of proposals and grant applications. The position is also responsible for reporting on the performance of program activities that are funded by federal, state, and private funding agencies.

The preferred work location for this position is in Houston, TX. Statewide travel (up to 20%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities:

- Work with the Executive Directors of The Hackett Center for Mental Health and the Trauma and Grief Center to reach fundraising goals to support operations and programming;
- Research and identify new government, corporate, foundation, and private funding prospects to match The Hackett Center and TAG Center priorities;
- Work closely with the Vice President of Philanthropy to implement plans to identify, cultivate, solicit, and steward major gift prospects, including individuals, foundations, and corporations;

- Generate high-quality proposals, narratives, applications, correspondence and supporting documents in accordance with the requirements and guidelines of the funding agencies;
- Maintain primary responsibility for grant schedules and report requirements;
- Serve as a liaison between The Hackett Center and TAG Center and the Meadows Institute's philanthropy team;
- Coordinate and follow-up on progress of submitted proposals;
- Work with Meadows Institute's finance team to create expenditure and income budgets to accompany proposals;
- In partnership with the Meadows Institute's philanthropy, communications, and events teams, help support institute-wide fundraising activities, including staffing events, helping develop and review philanthropy collateral, and maintain records of activity in the institute's CRM system.

Required Qualifications:

- Bachelor's degree;
- Seven to ten years of relevant fundraising experience;
- Experience building and maintaining long-term relationships with constituents such as individual major donors, private foundations, and corporations;
- Demonstrated track record of securing new funding and comprehensive knowledge of research and/or policy;
- Grant writing experience, preferably with a mental health or policy focus;
- Excellent verbal and written communications skills;
- Ability to work independently as well as collaborate effectively with colleagues, often in a virtual environment;
- Excellent organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines, as well capacity to think strategically, critically, and respond analytically;
- Flexibility in working with new issues, topics, and approaches;
- High degree of professionalism while maintaining confidentiality;
- Commitment to the mission, goals, programs, and future aspirations of the organization.

Preferred Qualifications:

- Master's degree;
- Three to five years of experience as a successful grant writer;
- Previous grant budget development and management;

To Apply:

Qualified applicants are encouraged to submit their resume and cover letter to careers@mmhpi.org.

About Meadows Mental Health Policy Institute

The Meadows Mental Health Policy Institute is a data-driven, 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

About The Hackett Center for Mental Health

Established through a transformational gift from Maureen and Jim Hackett in 2017, The Hackett Center is a permanent operating center of the Meadows Mental Health Policy Institute. With a focus on “Putting Policy into Practice”™, The Hackett Center engages in and supports the development and dissemination of best-practice mental health care, research, and implementation among health care leaders, organizations, and systems in the Greater Houston and Gulf Coast Region. Primary areas of work include early childhood development and social determinants of mental health; the integration of mental health into pediatric primary care; improving coordination across systems, including health, early childhood education, juvenile justice, family and protective services; along with ensuring student readiness to learn by providing best-practice mental health guidance to school districts, educational resource centers, and care providers; and promoting the expansion of strategic business alliances to increase demand for integrated and collaborative health care.

About The Trauma and Grief Center

The primary purpose of the Trauma and Grief (TAG) Center at The Hackett Center for Mental Health is to raise the standard of care and increase access to best-practice care among traumatized and bereaved children, adolescents, and their families. The TAG Center adheres to a scientist-practitioner model and has four primary aims: develop and disseminate evidence-based assessment and interventions for youth who have experienced traumas and/or losses; conduct research on adaptive and maladaptive responses to childhood trauma and loss as well as treatment effectiveness; provide training, professional education, and consultation in trauma- and bereavement-related topics and interventions; and translate trauma- and bereavement-informed best practices into policy. Initially established in 2012 at the University of Michigan, the Trauma and Grief Center joined the Hackett Center in 2020.

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.