

MEADOWS
MENTAL HEALTH
POLICY INSTITUTE

Job Title: Philanthropy Manager

Reports To: Senior Vice President of Philanthropy

Position Summary: The Meadows Mental Health Policy Institute (Meadows Institute) seeks a collaborative and strategic professional to serve as Philanthropy Manager. The position supports the work of the Senior Vice President of Philanthropy by helping develop and implement efforts to advance philanthropic support for the Meadows Institute, including overseeing the Institute's donor affinity group, the Texas State of Mind Society. The Philanthropy Manager is expected to work collaboratively with staff across the Institute and with various external stakeholders. Required work location for this position is in the state of Texas, preferably in the Dallas-Fort Worth region. Statewide travel (up to 20%) may be required. Some duties may require access to reliable personal transportation.

Responsibilities:

- Oversee the Texas State of Mind Society (TSOMS), including program development, communications, events, solicitation of new members, and annual membership renewals.
- In collaboration with the Senior Vice President of Philanthropy, help design, develop and implement an individual donor program, with an initial focus of converting TSOMS members into mid-level and major gift prospects.
- Along with the Philanthropy Team, develop donor strategies and materials for annual fundraising solicitations and other donor engagement/retention activities.
- Help develop and distribute newsletters for target donor audiences; assist in the development of fundraising materials for effective presentation in publications, on the website, and/or in meetings.
- Work with the appropriate Meadows Institute staff on donor event planning and execution.
- Manage systems and software (including Salesforce) to track and cultivate donors and prospects.
- Prepare correspondence from the CEO, Senior Vice President for Philanthropy, and other staff and volunteers to top donors and prospects.
- Attend and provide reports at Meadows Institute Board Development Committee meetings as needed.
- Fulfill other duties as assigned.

Required Qualifications:

- Bachelor of Arts degree, Bachelor of Science degree, or equivalent degree.
- Minimum of 3 years of relevant work experience, including with donor affinity groups, membership programs, and/or individual giving.
- Excellent written and verbal communication skills.
- Exceptional organizational skills, including the ability to manage multiple tasks and projects simultaneously while meeting deadlines.
- Ability to work independently as well as collaboratively with colleagues, including communicating effectively with team members in various geographic regions.
- Capacity to think strategically, critically, and develop proactive solutions to challenges.
- Ability to distill and translate complex and technical concepts for donors and the general public.
- Demonstrated ability to work with technology, including proficiency with Microsoft Office suite and donor management systems, and willingness to learn new technologies as needed.
- Ability to handle and keep confidential donor information.
- Experience with every stage of the donor stewardship process.
- Commitment to the mission, goals, programs, and future aspirations of the Meadows Institute.

Preferred Qualifications:

- Master's degree or other advanced education in related field.
- Experience with complex development strategies, including multi-year fundraising campaigns, donor membership groups, gift solicitation and stewardship, donor prospecting and research.
- Familiarity with Salesforce and/or other CRM systems.
- Experience building and maintaining long-term relationships with stakeholders.
- Existing knowledge of mental health systems and policy.

Eligibility Requirements:

Required work location for this position is in Texas. Relocation assistance not available. Successful candidates must show proof of eligibility to work in the United States.

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 all people with mental health needs. For more information about the Meadows Institute, please visit: www.mmhpi.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.