

# UPMC | HILLMAN CANCER CENTER

## Position Guide

Executive Director of Development

<http://hillman.upmc.com/>



## POSITION GUIDE

**POSITION:** Executive Director of Development

**REPORTS TO:** Director, UPMC Hillman Cancer Center  
President of the Medical and Health Sciences Foundation

**LOCATION:** Pittsburgh, PA

## MISSION

The mission of UPMC Hillman Cancer Center as a premier National Cancer Institute-designated Comprehensive Cancer Center is to provide the highest level of clinical care to the 74,000 patients treated at its facilities each year while performing cutting-edge cancer research.

## ABOUT UPMC HILLMAN CANCER CENTER

UPMC Hillman Cancer Center (Hillman) is internationally recognized for its leadership in the prevention, detection, diagnosis, and treatment of cancer. As the preeminent institution in western Pennsylvania for the delivery of cancer care, the performance of basic, translational, and clinical research, and the education of the next generation of cancer researchers and physicians, Hillman is exceptionally well positioned to contribute to the global effort to reduce the burden of cancer.

With more than 110,000 individuals treated each year, Hillman provides the finest level of cancer care to patients throughout the tristate (Pennsylvania, Ohio, West Virginia) region and offers patients the latest advances in cancer prevention, detection, diagnosis, and treatment.

At Hillman, more than 2,000 physicians, scientists, administrative staff, and other health care professionals work to reduce the burden of cancer through 14 areas of expertise focused on specific types of cancer, including: Blood cancers, Brain and nervous system cancer, Breast cancer, Colon and gastrointestinal cancers, Endocrine and thyroid, Gynecologic cancers, Head and neck cancer, Liver cancer, Lung cancer, Esophageal cancer, Melanoma and skin cancers, Pancreatic cancer, Prostate cancer and Sarcoma. Hillman is the home of the [Mario Lemieux Blood Cancer Center](#) which takes a collaborative, research-driven approach to blood cancer care and combines the latest therapies with a host of supportive services to enhance treatment.

The medical professionals at Hillman represent a variety of specialties including: Surgical oncology, Medical oncology, Radiation oncology, Otolaryngology, Neuro-oncology, Gynecologic oncology, Palliative care, Behavioral medicine. Combined, these

disciplines give Hillman a range of knowledge that covers virtually all types of adult cancer.

Hillman has one of the largest integrated community networks of cancer physicians and health care specialists in the United States and has expanded internationally. This network is comprised of more than 200 medical, radiation, and surgical oncologists and hematology oncology physicians at more than 60 locations throughout western Pennsylvania and Ohio. Similarly, Hillman's overseas locations in Waterford, Ireland, Rome, Italy, and Singapore, allow patients access to the expertise and technology available within their network.

### **PHILANTHROPY AT HILLMAN**

The UPMC Hillman Cancer Center has a deep history of philanthropy advancing its priorities, technologies and model of care. The Development team at Hillman pursues a comprehensive annual campaign to support key priorities on behalf of the Director and clinical leaders throughout the network. Philanthropic efforts have supported basic, clinical and translational research, advanced technologies, and uncompensated care. Development efforts currently support approximately \$25-30M in annual resources to Hillman and its team of clinical and research professionals.

Hillman's development team is engaged in facilitating all levels of giving, including Principal Gifts (\$1M+), Major Gifts (\$25K - \$1M), Circle of Hope leadership giving (\$10K and up), and Annual Fund (>\$10K). In addition, the development effort includes the execution of the Hillman Cancer Center Gala. The event is one of the most visible events in Pittsburgh and raises over \$1M annually through sponsorships, attendance and other contributions.

Hillman also benefits from strong relationships with Pittsburgh's top charitable foundations. The executive director works closely with the University's department of foundation and corporate relations to support and advance these relationships.

The model of philanthropy at Hillman is steeped in collaboration and engagement with the Director and other clinical leaders and researchers within the Center, ensuring key priorities are addressed strategically and proactively. The development team is led by the Executive Director of Development who manages a team that currently comprises 7 professional fundraisers positions and administrative staff.

### **ABOUT UPMC**

A world-renowned health care provider and insurer, Pittsburgh-based UPMC is inventing new models of accountable, cost-effective, patient-centered care. It provides more than \$900 million a year in benefits to its communities, including more care to the region's most vulnerable citizens than any other health care institution.

As Pennsylvania's largest nongovernmental employer, with more than 80,000 employees, UPMC is comprised of:

- More than 30 hospitals
- More than 600 doctors' offices and outpatient sites
- An international division
- An enterprises division

Closely affiliated with, the University of Pittsburgh, a premier research university, UPMC continues to successfully develop internationally renowned programs in:

- [Transplantation](#)
- [Cancer](#)
- [Neurosurgery](#)
- [Psychiatry](#)
- [Orthopedics](#)
- [Sports Medicine](#)

To learn more about UPMC, please go to the following link: <https://www.upmc.com/>. To learn more about the University of Pittsburgh, please go to the following link: <https://www.pitt.edu/>

### **THE OPPORTUNITY**

Hillman is poised to leverage and expand its success in driving philanthropic resources to advance research and clinical care at the Center. The Executive Director of Development will be charged with clearly aligning the development strategies, staffing and volunteer leadership with the priorities and vision of the Director and UPMC leadership. This alignment will involve the development of a multi-year strategic development plan that will invest in growing the scope and outreach with individual donors of significance and large institutional donors who make up the core of Hillman's current support.

Developing deep and meaningful relationships with the clinical leadership of Hillman will be a key strategy and building a program in which institutional relationships are valued and supported by multiple players is viewed as a central component of success. Through the strategic execution of effort and careful deployment of resources, it is the hope the new Executive Director of Development will enhance the culture of philanthropy within all levels of Hillman (including donors, clinicians, staff, volunteers) that will raise the annual support to approximately \$50M.

### **POSITION SUMMARY**

Reporting to the Director of the UPMC Hillman Cancer Center and the President of the Medical and Health Sciences Foundation and Chief Development Officer of UPMC, the Executive Director of Development is responsible for all fundraising and donor engagement for the UPMC Hillman Cancer Center. The Executive Director of Development provides leadership and direction to all fundraising and engagement programming. The Executive Director is responsible for \$30M in fundraising achievement annually, overseeing principal, major, planned and annual giving programs. The Executive Director is responsible for the annual Hillman gala, and a series of select events for donor cultivation, solicitation and stewardship. This position is a key partner to the Director of Hillman and is responsible for raising funds to support all Center priorities, including research, faculty recruitment, and patient care. This position also plays a principal role in the fundraising for select interdisciplinary efforts including the UPMC Immune Transplant and Therapy Center as well as the Women's Cancer Research Center.

This is a leadership position within the development office serving the University of Pittsburgh and UPMC. Currently named Institutional Advancement and the Medical and Health Sciences Foundation, these two units are undergoing a reorganization to become one integrated and comprehensive unit – the Division of Philanthropic and Alumni Engagement. The executive director will be working within an ambitious and dynamic environment that will raise the level of success for Pitt and UPMC.

### **CANDIDATE PROFILE**

We seek a proven philanthropic leader whose career in philanthropy has been highlighted by a proven track record in multi-discipline development areas inclusive of major annual and capital campaigns. Senior level experience in an academic medical and/or research institution will be critical to success. Experience and success engaging high-net worth individuals, institutional funders and volunteers as well as familiarity with complex gift strategies and structures are required.

She/he/they will be an exceptional communicator with the ability to comfortably speak publicly but just as nimbly meet one-on-one with stakeholders (internal or external). This person will be intellectually curious, inquisitive and an active listener with the ability to synthesize the information she/he/they receives into actionable items.

This individual will have experience working alongside clinical and volunteer leadership and will understand the unique dynamics of each relationship. Embracing of a servant leadership approach, this executive will have the ability to be collegial and collaborative not only within the development department but within the Center generally, along with other departments and facilities within the UPMC network.

The successful candidate will have a demonstrated track record of strong management and leadership abilities and experience. She/he/they will have experience in building a strong development department. Valuing a strong team environment where members feel valued, mentored and nurtured is key.

This leader will model skills for the staff such as patience, professionalism, organization, planning and strategy. She/he/they will display a high level of emotional intelligence while also being dynamic and charismatic. This person will be the lead champion for overall fundraising efforts. Other important personal attributes include: flexibility, patience, self-confidence, empathy and a sense of humor.

An undergraduate degree from an accredited college or university is required. An advanced degree is preferred. 10+ years of fundraising experience is required. Experience in development and fundraising in an international environment is preferred.

**Applications and nominations are being received by Kittleman & Associates, LLC. To apply, please submit a current resume and letter of interest to**

**[https://www.kittlemansearch.com/news/current-searches/upmc-hillman-cancer-center-/](https://www.kittlemansearch.com/news/current-searches/upmc-hillman-cancer-center/)**

For more information about UPMC Hillman Cancer Center, visit <http://hillman.upmc.com/>

*UPMC is an equal opportunity employer and is committed to creating an inclusive environment for all employees.*

## ABOUT PITTSBURGH

Nestled among rolling hills along the Allegheny, Ohio and Monongahela Rivers, Pittsburgh is the heart of a dynamic region where more than one million people live and work. It is at the forefront of biomedical research, computing technology, finance and business, and was named [America's next best startup city](#), according to *Inc.com*. It is also a hub of historical, cultural, recreational and professional sports activities.

Once a center for heavy industry, today Pittsburgh's skyline has been transformed. Riverfronts are thoughtfully developed and utilized for recreation, now more than ever. Businesses look to the environment as an asset, not a challenge. And, best of all, "green" has replaced "smoky" for good. A vibrant, mid-sized city that has the feel of a small town, Pittsburgh's approachability can be seen on the faces of its energetic, hard-working and proud people. Its affordable standard of living, top-notch health care facilities and cultural attractions make it America's "Most Livable City" and according to *Nat Geo Travel*, [one of the best cities in the United States](#).