

Foundation Development Specialist - Gift Planning - Hybrid

Location: Sunset - 1707 Sunset Houston, Texas 77005

Job Ref:

74408

Talent Area:

Professional

Job Shift:

1st - Day

Job Type:

Full-Time

Posted Date:

Aug. 21, 2025

At Houston Methodist, the Foundation Development Specialist – **Gift Planning** is responsible for providing support to the gift planning development team. Tasks include managing marketing with a vendor, creating print and digital collateral, program analytics, gift administration, and gift illustrations. Strong Excel skills preferred.

Requirements:

PEOPLE ESSENTIAL FUNCTIONS

- Utilizes effective and fluid communications with internal and external stakeholders to ensure collaboration and synergy.
- Proactively maintains familiarity with the work of clinical staff, physicians, and administration to successfully identify appropriate contacts for data collection.
- Under guidance of management ensures assigned deliverables are in line with Foundation goals and objectives.

SERVICE ESSENTIAL FUNCTIONS

- Manages small-scale projects and coordinates with key stakeholders and others to ensure department timelines, deliverables and budgets are met. Utilizes technology resources to conduct research for assigned projects.

- Tracks event, project, and/or initiatives success and gathers feedback for future reference.
- Participates on internal committees and task forces as assigned. Follow up on action items as necessary to ensure completion of assignments.
- Works closely with fundraisers and other Foundation staff to support strategic moves management for contributor/prospective contributor engagement.

QUALITY/SAFETY ESSENTIAL FUNCTIONS

- Provides quality control of printed materials such as high-level meeting agendas, briefing documents, event information, educational and donor materials, power point presentations, etc. This includes following the TMHS style guide, AP style guidelines, verification of accurate logo placement, etc.
- Performs collection, verification and entry of data in fundraising database/Constituent Relationship Management (CRM) system and other Foundation systems, including generating reports. Resolves information discrepancies and assists with data clean up, data archiving and data analysis projects.
- Ensures that philanthropic and donor-centric message is present and consistent in all material, communications, and/or initiatives, both internally and externally to promote goals.

FINANCE ESSENTIAL FUNCTIONS

- Utilizes resources with cost effectiveness and value creation in mind. Self-motivated to independently manage time effectively and prioritize daily tasks, assisting coworkers as needed.
- Seeks out opportunities to increase efficiency and productivity for self and department. Supports team goals and metrics through efficient, timely and appropriate issue resolution.
- Submits invoices on time and tracks and adheres to budget for assigned projects, as applicable.

GROWTH/INNOVATION ESSENTIAL FUNCTIONS

- Seeks opportunities to identify self-development needs and takes appropriate action. Ensures own career discussions occur with appropriate management. Completes and updates the My Development Plan on an on-going basis.
- Develops a foundational knowledge of healthcare fundraising and seeks opportunities to strengthen skill set.

This job description is not intended to be all-inclusive; the employee will also perform other reasonably related business/job duties as assigned. Houston Methodist reserves the right to revise job duties and responsibilities as the need arises.

Qualifications:

EDUCATION

- Bachelor's degree required

WORK EXPERIENCE

- Three years' experience in development, communications, media relations, marketing, business or related field, one year of which must be in project management/coordination/event planning. May consider HM employee with two years' experience who demonstrates progressive responsibilities
- Experience in healthcare fundraising/development preferred

LICENSES AND CERTIFICATIONS - REQUIRED

- N/A

KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrates the skills and competencies necessary to safely perform the assigned job, determined through on-going skills, competency assessments, and performance evaluations
- Sufficient proficiency in speaking, reading, and writing the English language necessary to perform the essential functions of this job, especially with regard to activities impacting patient or employee safety or security
- Ability to effectively communicate with patients, physicians, family members and co-workers in a manner consistent with a customer service focus and application of positive language principles

- Knowledge of editing and/or familiarity with the AP style guidelines
- Flexibility and responsiveness in performing multiple projects simultaneously. Skills; ability to prioritize tasks and follow-through to meet expectations of multiple constituencies
- Ability to successfully manage relationships among all levels of the organization, both internally and externally
- Highly motivated and able to work well as team player is critical; willing to accept responsibility and be held accountable for projects
- Demonstrated ability to work independently and take initiative to meet deadlines in a time-sensitive, fast paced environment with attention to detail and accuracy
- Strong personal work ethic, self-motivated and results-oriented
- Basic proficiency in Microsoft Office Suite

SUPPLEMENTAL REQUIREMENTS

WORK ATTIRE

- Uniform No
- Scrubs No
- Business professional Yes
- Other (department approved) No

ON-CALL*

**Note that employees may be required to be on-call during emergencies (ie. Disaster, Severe Weather Events, etc) regardless of selection below.*

- On Call* No

TRAVEL**

Travel specifications may vary by department

- May require travel within the Houston Metropolitan area Yes
- May require travel outside Houston Metropolitan area No

Company Profile:

Houston Methodist is one of the nation's leading health systems and academic medical centers. Houston Methodist consists of eight hospitals: Houston Methodist Hospital, its

flagship academic hospital in the heart of the Texas Medical Center, and seven community hospitals throughout the greater Houston area. Houston Methodist also includes an academic institute, a comprehensive residency program, a global business division, numerous physician practices and several free-standing emergency rooms and outpatient facilities. Overall, Houston Methodist employs more than 27,000 employees and is supported by a wide variety of business functions that operate at the system level to help enable clinical departments to provide high quality patient care.

Houston Methodist is an Equal Opportunity Employer.

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