



The difference between practicing medicine and leading it.

Director of Prospect Management, Analytics, and Research
Houston Methodist Hospital Foundation
Houston, Texas

THE SEARCH

Houston Methodist Hospital Foundation (HMHF or the foundation) – the fundraising arm of the number one hospital in Texas and a member of *U.S. News & World Report's* prestigious Honor Roll for best hospitals – seeks a strategic and innovative director of prospect management, analytics, and research (director) at an exciting moment of transformation and modernization for its philanthropic enterprise. Reporting to the associate chief operations officer and working alongside a dedicated team of development professionals, the director is a key strategist and leader for the foundation's evolving prospect research and moves management program. As the foundation continues to expand its donor base in preparation for a groundbreaking comprehensive campaign, the director will be an integral contributor to developing creative and data-driven pathways for meaningful engagement with benefactors. The director will ensure each development portfolio contains the right balance of donors and prospects and produce analytic reports appropriate to departmental needs as the foundation further invests in growing and professionalizing its development enterprise. In particular, the director's deep understanding of the donor cultivation cycle and programmatic efforts will have a significant impact on identifying new major and principal gift prospects to realize the foundation's ambitious philanthropic goals and aspirations.

Founded in 1919, Houston Methodist exists today as an independent academic medical center and market leader in Houston, the state of Texas, and beyond. The last 20 years have seen unprecedented growth for the institution. In addition to providing highest-end care that is unparalleled in terms of safety and quality, Houston Methodist also boasts robust teaching and research initiatives, which are further strengthened by affiliations with Weill Cornell Medical College, New York Presbyterian Hospital, Texas A&M University, Rice University, and MD Anderson Cancer Center, among others.

The successful candidate will possess at least seven years of prospect management and research experience in philanthropy for higher education, healthcare, or a similarly complex nonprofit environment. This individual will be data-centric with a demonstrated ability to identify quantitative

trends, build collaborative relationships with colleagues across a multifaceted institution, and champion innovation in technology in productive and enterprising ways. The ideal candidate must also possess extraordinary analytical, written, and oral communication skills; the ability to adapt to and lead through changing circumstances in a fast-paced and evolving environment, while maintaining an even-keeled disposition under pressure; and the desire and wherewithal to build bridges with key partners of an operation across a medical enterprise and a wide array of donors and constituents. Furthermore, the successful candidate will be an effective, confident manager with oversight for a team of four individuals and responsibility to hire an additional two additional team members. The director will break down silos, build and maintain a cohesive, positive environment, and lead with high emotional intelligence.

This is an exceptional opportunity for a high-performing and results-oriented development professional to contribute to a culture dedicated to excellence as HMHF prepares for a groundbreaking comprehensive campaign for which the director's efforts will be critical to success. The foundation is also preparing for a future CRM conversion—an initiative in which this individual will play a key leadership role. The director will have a deep appreciation and passion for Houston Methodist and HMHF's mission, vision, and core values. A bachelor's degree is required.

Houston Methodist Hospital Foundation has engaged Rachel Ellenport of Isaacson, Miller to assist with this important search. Inquiries, nominations, and applications should be sent in strict confidence to the search firm as indicated at the end of this document.

ABOUT HOUSTON METHODIST

The Houston Methodist System comprises a leading academic medical center located in the Texas Medical Center and eight community hospitals serving the Greater Houston area. Each hospital is staffed by committed personnel who exemplify [I CARE values](#): integrity, compassion, accountability, respect, and excellence. Patient safety, quality, and service are among the highest priorities.

Houston Methodist Hospital, the system's flagship, is recognized as a leader in cutting-edge research, education, disease prevention, and compassionate treatment of all health care needs. It was named to *U.S. News & World Report's* prestigious Honor Roll – the best hospitals list – for the eighth time overall and sixth consecutive year, and it has ranked as the number one hospital in Texas for 13 consecutive years. According to *U.S. News & World Report's* specialty rankings, Houston Methodist ranked in 10 specialties, and it is the 32nd year its flagship hospital has had at least one specialty ranked. Eight specialties made the top 20 list, with three in the top 10. Below is a breakdown of the 2024-25 specialty rankings in alphabetical order:

- Cancer – No. 18
- Cardiology, Heart, and Vascular Surgery – No. 15
- Diabetes and Endocrinology – No. 6
- Gastroenterology/GI Surgery – No. 7

- Geriatrics – No. 18
- Neurology/Neurosurgery – No. 13
- Obstetrics and Gynecology – No. 14
- Orthopedics – No. 23
- Pulmonology and Lung Surgery – No. 8
- Urology – No. 25

Houston Methodist is the official health care provider for the Houston Texans, Houston Astros, Houston Livestock Show and Rodeo, Rice University Athletics, Houston Ballet, Houston Symphony, and Houston Grand Opera.

Houston Methodist was ranked third on [Forbes' America's Best Large Employers](#) list for 2025, making it the top-ranked healthcare organization in the nation. This marks the third year Houston Methodist has received this prestigious recognition.

Houston Methodist Academic Institute: The [Houston Methodist Academic Institute](#) is the cornerstone of Houston Methodist's position as a nationally recognized academic medical center. The President of the Academic Institute serves as the Chief Academic Officer and is the senior most academic executive within Houston Methodist. The Academic Institute, comprised of the [Houston Methodist Research Institute](#) and [Houston Methodist Education Institute](#), aligns its research and education initiatives to serve Houston Methodist's mission to advance the new technologies and skills clinicians need for patient care. Its primary academic affiliate is the top-ranked Weill Cornell Medicine, as well as affiliations with Texas A&M University, Rice University, the University of Houston, and MD Anderson Cancer Center.

Houston Methodist Community Benefits: At Houston Methodist, caring for the community means more than providing quality healthcare at its eight hospitals – it means supporting individuals and organizations that touch the lives of those who make up the community. Based on the I CARE values, programs provide financial and medical assistance to more than 150,000 patients annually. This support also helps foster confidence, peace of mind, and compassion in individuals rebuilding their lives.

Houston Methodist Specialty Physician Group: Doctors in Houston Methodist Hospital's Physician Organization are employed by Houston Methodist Hospital and have offices located on campus. These physicians are deeply rooted in an academic and research environment where teaching, continuing education, and collaboration are strongly encouraged. Membership in the organization provides an affiliation with Houston Methodist Research Institute and opportunities for Weill Cornell Medicine faculty appointments.

Houston Methodist Primary Care Group: With 45 locations throughout the Greater Houston area, the Houston Methodist Primary Care Group is dedicated to providing quality patient care for the entire family. Houston Methodist Primary Care Group is proud to be a part of Houston Methodist and its family of hospitals, ensuring efficient access to specialty and hospital services whenever the need arises.

Centers of Excellence: Houston Methodist's six multidisciplinary Centers of Excellence unite clinical care, research, and education to create innovative solutions to clinical problems and provide personalized patient care with compassion. Each center has clinical and translational research programs led by expert teams of physicians and scientists dedicated to enhancing disease diagnosis, prevention, and treatment, as well as education and patient support. There are six Centers of Excellence:

- Houston Methodist Dr. Mary and Ron Neal Cancer Center
- Houston Methodist DeBakey Heart & Vascular Center
- Houston Methodist J.C. Walter Jr. Transplant Center
- Houston Methodist Lynda K. and David M. Underwood Center for Digestive Health
- Houston Methodist Neurological Institute
- Houston Methodist Orthopedics & Sports Medicine

HOUSTON METHODIST HOSPITAL FOUNDATION

The Houston Methodist Hospital Foundation helps to accomplish institutional priorities through fundraising, gift management, and stewardship. Governed by a board of directors, the foundation accepts all gifts on the hospital's behalf. Since fundraising began at Houston Methodist in 2003, the foundation has raised more than \$1 billion, increased the endowment to more than \$790 million, and supported the creation of more than 132 endowed chairs for faculty physicians, researchers, and key leaders. This has included two campaigns (\$212 million raised between 2003 to 2012 and \$518 million raised from 2013 to 2020). In 2025, Houston Methodist will begin the quiet phase of its third campaign, with a working goal of more than \$1.25 billion over ten years.

In Fiscal Year 2024, the foundation raised a total of \$83 million. More than 3,938 gifts were made by nearly 3,264 unique donors – 84 percent of whom were individuals, followed by 16 percent from foundations, corporations and corporate foundations. For more information on fundraising results, please visit the foundation's [2024 annual report](#).

In 2017, Houston Methodist received the largest contribution in its history – a \$101 million gift from billionaire Joseph C. “Rusty” Walter, his wife, Paula, and the Walter Oil & Gas Corporation to accelerate neuroscience research efforts at the hospital. To learn more about the gift, and other notable contributions, please visit [here](#).

The foundation's new leadership has aspirational goals for the growth of the team. In the next few years, the staff is anticipated to grow from the current size of 85 to 160 full-time employees.

ROLE OF THE DIRECTOR OF PROSPECT MANAGEMENT, ANALYTICS, AND RESEARCH

Reporting directly to the associate chief operations officer, the director will be a critical member of HMHF's operations team and will guide prospect management, analytics, and research best practices during a pivotal time of growth and aspiration for the foundation. The director will lead an existing team of four and hire two additional team members. The director will partner closely with and provide strategic and evidence-based support to frontline fundraising teams and colleagues across the foundation to maximize collaboration, productivity, and sustainable growth throughout the campaign and beyond.

MAJOR FUNCTIONS AND RESPONSIBILITIES

- Work regularly and collaboratively with frontline fundraisers and other foundation staff to maximize the philanthropic potential of portfolios, including the strategic alignment of prospect portfolios; use of prospect research findings and data analytics; donor cycle tracking; accurate reporting toward goals; and moves management system support.
- Ensure the unit's timely delivery of high-quality briefing documents, biographical profiles, capacity assessments, and appropriate summaries on prospects for senior leadership and fundraising staff.
- Lead the discovery of new prospects and assessment of ratings of existing prospects to support the foundation's major, principal, and planned gifts fundraising efforts, as well as corporate and foundation relations. Direct the team's recalibration of portfolios as needed to maximize performance and elevate the highest priority prospects for management.
- Develop and implement prospect management guidelines and procedures to foster a unified approach to the foundation's moves management and pipeline development strategy. Lead and educate fundraising staff on prospect management policies and procedures.
- Manage research budget and make recommendations regarding vendors and resource selection.
- Drive innovative prospect management and data-driven/analytical solutions to uncover new prospects, deepen understanding of prospect pools, and support the foundation's major and principal fundraising efforts and overall fundraising success.
- Identify opportunities and take action to build strategic relationships with other divisions across the foundation.
- Provide leadership and communication to maintain an engaged employee group by conducting regular meetings to review policies and procedures, completing performance appraisals, conducting new hire feedback sessions, coaching, and providing recommendations to achieve desired outcomes.

QUALIFICATIONS AND CHARACTERISTICS

The successful candidate will possess the equivalent of at least seven years of experience in development research, prospect management, and/or prospect development in a higher education, healthcare, or complex nonprofit environment, of which two years will have been in leading teams and/or large projects. A bachelor's degree is required; a master's degree is preferred.

In addition, the successful candidate will demonstrate many, if not all, of the following skills and competencies:

- Strong emotional intelligence and interpersonal capacity to effectively identify, mentor, and cultivate new and existing talent in support of HMHF's commitment to professional development.
- The capacity to lead teams, facilitate groups, build consensus, and garner the highest confidence in professionalism and work product by senior leadership.
- Demonstrated solutions orientation with experience in identifying, evaluating, and recommending solutions and strategies. Skill in developing and overseeing the execution of plans with clear vision, goals, strategies, and tactics. Ability to secure buy-in from colleagues across the enterprise.
- Ability to navigate transitions and challenges at varying degrees with a tempered and even-keeled composure.
- Strong organizational skills, written and oral communication skills, perseverance, optimism, and the ability to think strategically and creatively toward the advancement of Houston Methodist Hospital Foundation.
- High level of self-motivation to proactively move multiple tasks forward while documenting and sharing progress and meeting strict deadlines.
- Knowledge of fundraising prospect and gift management software and research online resources.
- Advanced computer analysis skills, including the use of software to create documents, spreadsheets, timelines, and reports that frequently need to be upgraded.

LOCATION

Houston, Texas, is a vibrant and diverse city known for its blend of world-class attractions and bustling economy. As the fourth most populous city in the nation and the largest in the southern U.S. and Texas, Houston is a dynamic hub of culture and innovation. The city boasts a thriving arts scene, with outstanding performing and visual arts venues, and a globally recognized dining scene. Its economy thrives on a wide range of industries, including energy, aerospace, manufacturing, life sciences, and technology. With

numerous parks, eclectic neighborhoods, and a variety of attractions, Houston offers something for everyone to enjoy.

APPLICATIONS, INQUIRIES, AND NOMINATIONS

Screening of complete applications will begin immediately and continue until the completion of the search process. Inquiries, nominations, referrals, and CVs with cover letters should be sent via the Isaacson, Miller website below. Electronic submission of materials is strongly encouraged.

<https://www.imsearch.com/open-searches/houston-methodist-hospital-foundation/director-prospect-management-analytics-and>

Rachel Ellenport, Partner
Nicole Poe, Managing Associate
Maureen Perry, Associate
Megan Gorman, Managing Search Coordinator

Houston Methodist Hospital is an Equal Opportunity Employer. HMH will not engage in discrimination against, or harassment of, any person employed or seeking employment with Houston Methodist Hospital on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, status as a protected veteran, or other characteristics protected by law.