Position Description

TITLE
Vice President, Development

REPORTS TO
President & Chief Executive Officer
Director, Ellen and Ronald Caplan Cancer Center
Robert and Penny Fox Distinguished Professor

ORGANIZATION
The Wistar Institute

LOCATION
Philadelphia, Pennsylvania

SUMMARY OF OPPORTUNITY

The Wistar Institute (the Institute) seeks a passionate, driven, collaborative, and thoughtful individual to become the Vice President, Development.

The Institute is an international leader in biomedical research with special expertise in cancer research and vaccine development. Founded in 1892 as the first independent nonprofit biomedical research institute in the United States, Wistar has held the prestigious Cancer Center designation from the National Cancer Institute since 1972. The Institute works actively to ensure that research advances move from the laboratory to the clinic as quickly as possible.

The Institute is committed to accelerating research advances from bench to bedside through brilliant science and distinctive approaches to collaboration among scientific investigators and academic and industry partners. Wistar’s single-minded focus is on making discoveries that will change the future of human health. The Institute has an operating budget over $75 million, an endowment of $250 million,
Vice President, Development
The Wistar Institute
employs 330 staff and researchers who represent more than 20 countries, and has 58 post-doc fellows. For more information on the Institute, visit the web at https://wistar.org/about-wistar.

**Mission Statement**

The mission of The Wistar Institute is to marshal the talents of outstanding scientists through a highly-enabled culture of biomedical collaboration and innovation, in order to solve some of the world’s most challenging and important problems in the field of cancer, immunology, and infectious diseases, and produce groundbreaking advances in world health. Consistent with a pioneering legacy of leadership in not-for-profit biomedical research and a track record of life-saving contributions in immunology and cell biology, The Wistar Institute aims to pursue novel and courageous research paths to life science discovery, and to accelerate/potentiate the impact of those discoveries by shortening the path from bench to bedside.

**Strategic Plan**

Well-managed and led by an executive team and governed by a 30-person board of trustees, the Institute has many aspirations as outlined in the 2021-2026 Strategic Plan. The plan outlines an ambitious and far-reaching program of exceptional basic and translational cancer and infectious disease research and building a life science ecosystem centered on collaboration, education, and innovation. With a comprehensive mission of scientific pursuit, the Institute is ideally positioned as a premier force worldwide for innovative, life-changing discoveries benefiting the world. For more information on the strategic plan, visit the web at https://wistar.org/about-wistar/strategic-plan.

The Wistar Institute is located in the University City section of Philadelphia and is in walking distance to the University of Pennsylvania, Penn Medicine, Children’s Hospital of Philadelphia, and Drexel University. University City is home to many life science and technology companies and continues to attract investment capital for emerging start-ups. With over 6 million residents, the Greater Philadelphia region has many cultural attractions, five professional sports teams, and is ideally situated between New York (90 miles) and Washington, D.C. (120 miles).

**Development at The Wistar Institute: The Bold Science//Global Impact Capital Campaign**

As part of the strategic plan, the Institute wants to increase its philanthropic activities and investments and recently announced its **Bold Science // Global Impact Capital Campaign** to support a five-year plan that sets out Wistar’s roadmap for accelerated progress to drive breakthroughs in biomedical science and technology and educate and train the next generation of innovators. Philanthropic support of capital campaign will fund the expansion of the Ellen and Ronald Caplan Cancer Center and the Vaccine
& Immunotherapy Center as well as the creation of the Center for Advanced Therapeutics and the Hubert J.P. Schoemaker Education and Training Center. As of June 2022, the campaign has raised nearly 60 percent of its $75 million goal. This includes a $20-million anonymous gift and a $10-million gift to rename the center to the Ellen and Ronald Caplan Cancer Center. The Institute’s campaign consultant is Martz & Lundy.

In addition to the capital campaign, the Institute has developed many other ways to give and created various affinity groups, including Women & Science, the President’s Society, and the Leadership Council. For more information on development at The Wistar, visit the web at https://wistar.org/give-join.

The Position

Reporting to the President & Chief Executive Officer, a dynamic and charismatic leader, the Vice President, Development (Vice President) will oversee and manage all fundraising programs, including annual, major and leadership giving; planned giving; corporate and foundation giving; and the capital campaign during an exciting time in the Institute’s storied history. The Vice President will play a pivotal role in completing The Bold Science//Global Impact Capital Campaign. The Vice President will manage a four-person team and partner closely with the President & CEO; Board of Trustees; Vice President, Communications & Marketing; donors; and other constituencies. The Vice President, Development will be a member of The Institute’s senior management team.

The Wistar Institute has a hybrid workplace. The expectation is the Vice President, Development will spend three days a week in the office and two days remote.

RESPONSIBILITIES AND DUTIES

- Designs comprehensive fundraising strategies to deliver an increasing flow of private gifts to Wistar, including unrestricted operating support, capital, restricted project support and general endowment.

- Supports the Wistar President & CEO, colleagues and trustees in major gift solicitation and negotiation.

- Identifies, cultivates and nurtures relationships with donors.

- Develops a plan to attract and retain increasing numbers of donors.

- Partners with the Vice President, Communications & Marketing to develop appropriate printed materials that raise awareness of The Institute.
• Identifies corporate and foundation prospects.
• Devises approaches for soliciting support.
• Implements donor recognition programs.
• Designs, develops and manages capital campaigns in collaboration with the Board of Trustees.
• Maintains records and databases related to individual, corporate and foundation giving.
• Manages and inspires the development staff.
• Achieves a level of major foundation awards comparable to peer institutions.

REQUIREMENTS AND QUALIFICATIONS

While not every candidate will possess all requirements, we are seeking an accomplished leader for this critical position. Candidates could come from NCI-designated comprehensive centers, independent biomedical research institutions, health-related nonprofit organizations, healthcare systems, general nonprofits or higher education. Below is an overview of the role’s requirements and qualifications.

Key Selection Criteria

• **Mission Alignment:** Fully embrace The Wistar Institute’s inspiring mission and ethos.

• **Broad Fundraising Experience:** At least 10 years of fundraising experience. Proven skill raising money from individuals across many different channels, both direct mail and digital, and across many kinds of donors, *e.g.*, annual donors, mid-level, and major gifts. Success with corporate, foundation giving and planned giving is a must. Experience raising money on behalf of a research institution is highly preferred.

• **Capital Campaign Experience:** Relevant experience with capital campaign activities, including working with a campaign consultant, understanding a case statement, positioning the goals of the campaign thoughtfully and in coordination with annual fundraising, and advancing steps to make a campaign successful.
• **Successful Major Gift Donor Solicitation and Engagement:** Particular expertise cultivating, soliciting and stewarding high net worth donors is essential. Deep knowledge of the art and science of major and leadership gift fundraising is a must.

• **An Entrepreneurial Spirit with a Creative Bent:** To reflect The Institute’s nimble and collaborative culture, the successful candidate must be flexible and bring new ideas and approaches. The person must exhibit a can-do attitude to make an impact.

• **People Management Skills:** Ability to recruit, energize and inspire staff, and to build trust and a collaborative spirit that optimizes teamwork.

• **Interpersonal and Communication Skills:** An innate ability to build relationships with donors, colleagues and a wide variety of constituencies. The person must have a collaborative ethos and warmth with presence and energy. With excellent writing and oral skills, the individual must also possess an ability to communicate complexities of science to donors.

**Other Qualities and Characteristics**

• Exceptional organizational skills with high standards and an attention to detail, with the ability to prioritize, manage and complete tasks simultaneously. A hard worker is a must.

• Ability to set strategy and direction for individual team members and actively manage a team.

• Ability to develop and implement strategies to meet measurable goals and objectives.

• Proven ability to succeed in a collaborative, team-oriented environment and develop effective working relationships with colleagues and stakeholders.

• Experience working with donor software systems.

• A Bachelor’s degree in Communications or related field required.

*The Wistar Institute is proud to be an Equal Employment Opportunity and Affirmative Action Employer. The Institute has established Affirmative Action Programs and are committed to cultivating a workplace in which diverse perspectives and experiences are welcomed and respected.*

The Wistar Institute has retained the services of Lincoln Leadership ([lincolnleadership.co](http://lincolnleadership.co)) to conduct this search. Those interested in the search or who want to recommend someone for the role should contact Andrew C. Wheeler, Founder and President, at 267 257-1910 or awheeler@lincolnleadership.co.