



**VICE PRESIDENT OF PHILANTHROPY**  
**[NATIONAL MEDICAL FELLOWSHIPS](#)**

**Location — Hybrid/Remote (Metropolitan Washington, DC)**



The Aspen Leadership Group is proud to partner with National Medical Fellowships in the search for a Vice President of Philanthropy.

The Vice President of Philanthropy will lead the organization's engagement and fundraising activities, creating a new development strategy aligned with the organization's strategic plan including its Seven Strategic Pillars: Building an Endowment for a Sustainable Future; Advancing Thought Leadership; Engaging in Impactful Policy Partnerships; Diversifying Clinical Research; Launching a Robust Mentorship Network; Expanding Focus to Include Behavioral Health; and Developing a Strong and Comprehensive Student Pipeline. The Vice President of Philanthropy will be a student of emerging fundraising and engagement best practices and have deep experience in data-driven, metrics-based major gift fundraising and the application of industry best practices.

Franklin McLean, M.D., Ph.D. was ahead of his time when he founded National Medical Fellowships (NMF) in 1946. As an eminent Chicago physician, he recognized that the lack of opportunities for African American physicians was a problem for the nation. He understood that more minority physicians were needed to achieve basic equality of opportunity, and to ensure access to quality healthcare. This need still exists today, and National Medical Fellowships continues to invest in developing healthcare leaders who will work to eliminate preventable health disparities.

Seventy-five years ago, National Medical Fellowships began providing scholarships to African American physicians and medical students who otherwise would not have been able to afford a medical education. As American society changed, NMF expanded its commitment, giving grants on a national basis to other groups underrepresented in medicine. It is through these scholarship programs that NMF has been instrumental in increasing the number of physicians and researchers underrepresented in medicine in the United States. More recently, NMF has introduced fellowship programs that help medical students address health disparities in underserved communities, in the U.S. and globally. Through these programs, NMF is achieving equity of opportunity in medicine and equity of access to quality healthcare for all Americans. It is reaching this goal by increasing the number of minority physicians and changing the face of medicine to better reflect and serve this diverse nation.

NMF is the only national organization solely dedicated to providing scholarships and support to medical and health professions students across all groups underrepresented in healthcare. Scholarships and awards recognizing merit as well as financial need have always been at the core of NMF. Service-learning programs provide opportunities for students to work hands-on to enhance healthcare delivery in underrepresented communities. These programs match students with mentors and focus on areas of critical clinical and public health need. During the worldwide vaccination effort, NMF launched their *Diversity in Research Programs* portfolio which is comprised of two major initiatives with the goal of increasing underrepresented patient engagement and participation in clinical research, ensuring the development of treatments effective in all populations.

In addition to programs that support physicians and medical students from underrepresented groups, NMF published its first alumni directory in 2011. This was the beginning of a systematic approach to reach out to alumni across the United States. With support from Kaiser Permanente, NMF began to build a network of alumni to be active partners in programs, and mentors to students. By bringing the nearly 32,000 NMF alumni together to support future generations of physicians and healthcare leaders, National Medical Fellowships is moving the nation closer to achieving health equity for all.

### **REPORTING RELATIONSHIPS**

The Vice President of Philanthropy will report to the President and Chief Executive Officer, Michellene Davis, Esq. The Vice President will serve on the National Medical Fellowship Leadership Team and will oversee a team of three staff and a consultant with the opportunity to grow the team.

### **FROM THE PRESIDENT AND CHIEF EXECUTIVE OFFICER**

*We at National Medical Fellowships believe that a just and equitable world requires diverse healthcare leaders. As the organization celebrates more than 75 years of advancing health equity for members of the Black, Indigenous, and People of Color (BIPOC) community, we begin an exciting new chapter to build a more equitable future. In this pivotal moment in the organization's history, we are laying the foundation for how to best expand our impact through scale, leadership, fundraising, and strategic planning.*

*As NMF's new President and CEO, having joined the organization in May of 2021, I'm truly honored to lead the organization during this exciting time of growth and transformation. Throughout my career, I have worked within healthcare, government institutions, corporate and the non-profit sector to create capacity in systems to ensure they better address social, structural, and political inequalities.*

*After losing far too many close friends and colleagues to COVID-19 as a result of inequitable healthcare, I found myself at a turning point. It was time for me to seek out an opportunity where I could make a more direct impact on the lives of present and future generations throughout my global BIPOC community who deserve far better healthcare. It is time to ensure we have an unstoppable force of healthcare leaders who are laser-focused on eliminating unnecessary and preventable health disparities. I chose NMF because I was moved by the vast and untapped potential of the organization, its rich history, and its many inspiring success stories.*

*What I have found is that NMF has a passionate Board of Directors, a talented team, and a dedicated community of supporters and alumni. Together, we are working to bring a new day in healthcare by dismantling centuries of structural and systemic racism woven into medicine, behavioral healthcare, and medical education.*

*To position this organization to be fit for the future, NMF has just completed a robust organizational assessment and is actively engaged in filling key roles across the organization, one of which is the Vice President of Philanthropy. In this role, the successful candidate will be driven by a deep commitment to health equity for the BIPOC community; will embrace the incredible opportunity in creating a development team empowered to activate NMF's seven strategic pillars through a solid financial foundation; will cultivate deep and longstanding relationships with donors across sectors; and will introduce a vast array of fundraising skills and strategies, innovative solutions, and marketplace experiences.*

*I invite you to join me on this journey where we will work collaboratively, in service to the BIPOC community, through passion, commitment, innovation, and hard work, to dismantle the systemic racism that costs people their very lives. By doubling down on NMF's historic mission to provide scholarships and support students underrepresented in health care, together we can advance an agenda for lasting change.*

—Michellene Davis, Esq., President and CEO

## **NATIONAL MEDICAL FELLOWSHIPS' COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

National Medical Fellowships is the nation's premier organization providing scholarships for medical students and healthcare professionals from groups underrepresented in medicine. Its mission is to provide scholarships and support for underrepresented minority students in medicine and the health professions. NMF seeks to empower and support aspiring physicians and health professionals underrepresented in medicine to contribute to the health of the nation. It envisions a diverse healthcare workforce which will have the leadership, commitment, and cultural competency to achieve health equity.

NMF values a diverse workforce and an inclusive culture—people of color, women, individuals with disabilities, immigrants, and people from other underrepresented communities are strongly encouraged to apply for positions with the team.

NMF does not discriminate on the basis of race, ethnicity, national origin, age, creed, religion, physical ability, gender, gender identity or expression, pregnancy, sexual orientation, previous incarceration, veteran status, union membership or activism, or any other characteristic protected by local, state, or federal law.

### **PRIMARY RESPONSIBILITIES**

#### **Fundraising Strategy**

The Vice President of Philanthropy will

- develop and implement a comprehensive multi-year development plan with long-term goals and annual targets to increase revenue including a capital campaign (feasibility study, goal setting, anticipated timeline, etc.), corporate/institutional giving, major gifts, robust foundation support, annual large-scale events, and small cultivation events throughout the year;
- oversee national, regional, and local fundraising galas and cultivation events to meet revenue and alumni development goals;
- explore new opportunities for cultivation by conducting prospect research, creating donor profiles, and tracking relationships of major donors, family foundations, Board members, and affinity groups;
- create a comprehensive donor relations plan to include giving societies, acknowledgements, tax receipts, and gratitude events;
- evaluate and refine processes to support fundraising success;
- monitor fundraising progress and donor stewardship and provide analytic reports to the President and CEO, the Board, and NMF leaders;
- write and oversee the production of grant proposals and letters of approach to foundations, corporations, and major donors; and
- build and maintain funding relationships through visits as warranted, special events, and timely submission of reports as required for each grant/sponsorship.

#### **Team Leadership**

The Vice President of Philanthropy will

- expand the capacity of the development team and develop a strategy for the phased expansion of the team;
- provide leadership support for the development team with respect to best practices in cultivation, solicitation, and stewardship efforts;
- create professional development plans for development team members, providing mentorship, training, and additional support as needed; and

- partner with the current fundraising consulting firm, hired on a short-term basis to assist with fundraising goals, as they transition out of NMF following the launch of the Vice President's first 100-day plan and strategy launch.

### **Fundraising Operations**

The Vice President of Philanthropy will

- set the overarching operational direction, establish metrics, and lead the development team in the execution of fundraising activities, campaign planning, and events;
- ensure that plans are implemented, goals are achieved, timely reports are generated, and information is shared;
- set appropriate annual team goals for a successful and carefully structured major gifts and planned giving program including ongoing reporting to monitor progress;
- manage all aspects of the gift cycle, including donor cultivation strategies, initial contact, solicitations, correspondence, acknowledgements, recognition, grant reporting, and stewardship in an appropriate and timely manner;
- provide oversight of the donor database by the Database Manager including the processing of donations and preparation of acknowledgement letters and other correspondence;
- develop and provide regular reporting on fundraising progress and major gift pipeline development to the President and CEO and the Board of Directors; and
- analyze development activities and benchmark with peer institutions to ensure that best practices are employed.

### **Board of Directors Engagement**

The Vice President of Philanthropy will

- partner with and support the President and CEO, Board of Directors, and NMF leadership in advancing development goals with a focus on large transformative giving;
- work closely with the Board to inspire greater engagement with NMF's fundraising goals while capitalizing on Board member resources, unique talents, and personal and professional networks to expand the donor base; and
- create educational programming for Board members in order to build capacity and empowerment in development activities.

### **Marketing, Communications, and Brand Awareness**

The Vice President of Philanthropy will

- in partnership with the communications team, raise NMF's external profile and strengthen its reputation among constituencies including
  - integrated communication strategies—digital communications, web, print materials, e-blasts, annual report, social media, and other cultivation tools;
  - dissemination of NMF's key messaging including strategy, impact, priorities, and history;
  - customized communications strategies for targeted audiences;
  - production of an annual report;
  - recognition of major contributors and NMF alumni success stories; and
  - development of effective and inspirational campaign materials;
- serve as a brand ambassador for NMF at public events including conferences, cultivation events, and meetings, as needed, and effectively communicate NMF's strategy across a range of culturally diverse constituencies; and
- create and convey messaging from the President and CEO for use in speeches, panel discussions, etc.

## LEADERSHIP

### **Michellene Davis, Esq.**

#### **President and Chief Executive Officer**

Michellene Davis assumed the role of President and Chief Executive Officer of National Medical Fellowships, Inc., (NMF) in May of 2021. Founded in 1946, NMF was one of America's first diversity organizations and remains the only national organization advancing health equity at the intersection of wealth and health. It provides scholarships to Black, Indigenous, People of Color (BIPOC) medical and health professions students underrepresented in medicine to ensure equity of access to culturally competent, high-quality healthcare. NMF also increases the number of BIPOC clinician leaders to diversify clinical trials.

Davis is named among *Modern Healthcare* magazine's Top 25 Most Influential Minority Leaders in Healthcare and *Becker's Hospital Review's* Top 113 Great Leaders in Healthcare 2022 and Top 50 African Americans to Know in Healthcare. The National Association of Health Services Executives awarded her their 2021 Senior Health Care Executive Award.

Davis most recently served as Executive Vice President and Chief Corporate Affairs Officer at RWJBarnabas Health, the largest academic medical center system in New Jersey and one of the largest in the nation. She founded Social Impact and Community Investment, an equity-centered, policy-led community health practice addressing the social and political determinants of health. She was the first African American in state history to serve as Chief Policy Counsel to former New Jersey Governor Jon S. Corzine, the first African American and only the second women to serve as New Jersey State Treasurer. She was the youngest person to serve as CEO of the New Jersey Lottery, and also served as a senior policy advisor in the New Jersey Department of Health and Senior Services.

Davis co-authored *Changing Missions, Changing Lives: How a Change Agent Can Turn the Ship and Create Impact*, published by ForbesBooks in 2020, which provides a blueprint for those committed to leading systems change within organizations.

Davis began her legal career as a trial litigator, is an Honors graduate of Seton Hall University and holds a Juris Doctorate from Seton Hall School of Law. She holds Executive Education Certificates in Corporate Social Responsibility from the Harvard Business School and in Social Impact Strategy from the Wharton School of Business.

## PREFERRED COMPETENCIES AND QUALIFICATIONS

National Medical Fellowships seeks a Vice President of Philanthropy with

- a commitment to the mission of National Medical Fellowships—to eliminate the barriers to medical education and invest in the healthcare leaders of tomorrow;
- a deep understanding of emerging fundraising and engagement best practices including experience in data-driven, metrics-based major gift fundraising and a history of successfully applying industry best practices;
- experience with prospecting, pipeline building, and prospect development;
- broad knowledge of the organizational and initiative branding and marketing necessary to integrate and align fundraising strategies;
- budget management and grant writing experience;
- a creative, entrepreneurial, and innovative approach and comfort working in an energetic, fast-paced, start-up environment;
- an ability to thrive as a self-starter and strong decision-maker, translating vision into concrete actionable impact initiatives;

- strong interpersonal and communication skills with the ability to build sustainable, trusted relationships;
- a deep commitment to health equity for the BIPOC community and to diversity, equity, inclusion, and belonging as core tenets of NMF’s workplace culture; and
- a commitment to servant leadership, driven by empathy and compassion, with a mindset of ongoing team coaching and development.

A bachelor's degree is required for this position as is at least 10 years of progressive fundraising experience with a focus on major gift solicitations and capital campaigns, preferably in a healthcare environment, including board and leadership development experience.

#### **SALARY & BENEFITS**

National Medical Fellowships offers a competitive salary and a comprehensive package of benefits including paid time off; medical, dental, and vision benefits; short and long-term disability insurance; life insurance; and a 401K matching plan.

#### **LOCATION**

National Medical Fellowships is located in Alexandria, Virginia. The organization has a virtual remote working environment with teammates based across the country. For this position, the Metropolitan District of Columbia area is preferred. The Vice President will spend approximately 25% of their time traveling to large scale annual events and engaging in cultivation efforts, relationship building, and partnership development.

#### **APPLICATION INSTRUCTIONS**

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the mission of National Medical Fellowships as well as the responsibilities and qualifications presented in the prospectus.*** Review of applications will begin immediately and will continue until the successful candidate has been selected.

To apply for this position, visit: [Vice President of Philanthropy, National Medical Fellowships](#).

To nominate a candidate, please contact Steven Wallace, [stevenwallace@aspenshipgroup.com](mailto:stevenwallace@aspenshipgroup.com).

*All inquiries will be held in confidence*