

**Dana-Farber Cancer Institute | Division of Philanthropy**  
**Assistant Vice President, Fiscal and Regulatory Management**  
**Position Location – Remote\***

Dana-Farber Cancer Institute, located in Boston, Massachusetts, is searching for a strategic, experienced, and progressive financial executive to join its philanthropy team as Assistant Vice President of Fiscal and Regulatory Management.

The Division of Philanthropy at Dana-Farber has a tradition of excellence and is regarded as one of the best programs in the country. With the public announcement of The Dana-Farber Campaign, the Division is poised to elevate philanthropy to new levels in order to provide critical support for the Institute's unique blend of patient care and world-class research that will benefit the entire Institute community, patients, and families.

This is a unique opportunity to leverage a successful track record of professional experience in fiscal and regulatory management with a blend of emotional intelligence, leadership, sophistication, creativity, and analytic capabilities to make an indelible impact on the future of the philanthropy program at Dana-Farber Cancer Institute.

With a strong foundation replete with an amazing team and leaders, and millions of donor records representing every state in the country as well as international sources, the Division of Philanthropy and broader Dana-Farber Cancer Institute have embarked upon an ambitious, multi-year fundraising effort to change the future of cancer research and care: The Dana-Farber Campaign. This \$2 billion campaign is the largest in the Institute's history and one of the largest ever in the U.S. focused solely on cancer. The Dana-Farber Campaign, which was launched publicly in May 2021, benefits from the full participation and strategic investment of the highest levels of Dana-Farber leadership, including the President and CEO and Board of Trustees. Trustees are fully vested in the campaign and an active campaign cabinet is in place, led by two devoted and engaged leaders and a cadre of extraordinary volunteer leaders.

The Dana-Farber Cancer Institute continues to evolve in how it supports and champions the groundbreaking professionals driving new paradigms of discovery and treatment. The Institute is brimming with excitement given the powerful combination of revolutionary science, the infusion of new strategic leadership throughout the organization – including among the most senior leaders of the Division of Philanthropy, and the growing momentum of various philanthropic initiatives. Building on a successful past, the Division of Philanthropy is embracing a culture of change and calculated risk-taking consistent with the pioneering spirit of scientific colleagues, and bringing greater rigor and innovation to its work. The division is adding new resources and adapting its structure to match a sophisticated and growing donor base, including optimizing analytics, enhancing responsiveness to consumer behaviors, and honing skillsets that will help support the philanthropy program well into the future. The Division of Philanthropy is indeed taking its program to new levels of achievement in service to patients and families.

In the last three fiscal years, the Division of Philanthropy has secured record-levels of philanthropic support from a generous community of donors to provide critical resources for a wide range of programs and initiatives.

Amid this context of existing preeminence, investment in the future, and growth, Dana-Farber Cancer Institute seeks an Assistant Vice President of Fiscal and Regulatory Management for the Division of Philanthropy. Reporting to the Associate Vice President of Operations and Strategic Planning, the Assistant Vice President of Fiscal and Regulatory Management is responsible for the processing of all revenue received by the Division of Philanthropy into its database, including all gifts, pledges, grants, and pledge payments; monthly, quarterly, and annual revenue reporting and analysis; and the provision of regulatory and policy guidance and event compliance support with exceptional expertise in complex gift agreements and gift acceptance policies. In addition, the Assistant Vice President manages the budget process for the Division, including preparation, analysis, monitoring, revisions, and reconciliation

of the operating and capital budget across 30 cost centers. The Assistant Vice President directly supervises a Director and two Senior Associate Directors and inspires a high-performing Fiscal and Regulatory Management team of 22 overall to meet Division and team goals. The Assistant Vice President's leadership is key to keeping Dana-Farber at the forefront of a competitive philanthropic marketplace.

The Assistant Vice President of Fiscal and Regulatory Management will be a thought partner to the Associate Vice President of Operations and Strategic Planning and other senior leaders of the Division of Philanthropy in optimizing fiscal and regulatory management across a highly complex, matrixed environment. The Assistant Vice President will have the opportunity to set long-term strategic goals for the Division and exercise strategic influence vis-à-vis colleagues to optimize the budget process.

While Dana-Farber will consider a broad range of backgrounds, the ideal candidate will have the following qualifications/experience:

- Passionate about the mission of Dana-Farber Cancer Institute and able to authentically engage and inspire others as a senior representative of the organization.
- Ten or more years of financial analysis experience in a complex nonprofit setting with sound knowledge of accounting and financial management principles, as well as working knowledge of applicable laws, codes, rules, and regulations. Previous experience with both external audit and in-house financial management, as well as with matrixed organizational models, preferred.
- Demonstrated commitment to equity, diversity, and inclusion; culturally competent with respect to issues such as racial, cultural, religious, sexual, and gender identity.
- Ability to lead, recruit, evaluate, and develop a diverse team of professionals and contribute to the ongoing fostering of a high-functioning, results-oriented team. Track record of maintaining best practices, clear goals, and shared accountability.
- Knowledge of and experience in developing strategic and tactical plans. A proven record of leading strategic change initiatives in a manner consistent with organizational culture and values.
- Experience facilitating business process redesign and process improvement.
- High degree of computer literacy required, particularly with Microsoft Office 365 suite (including Excel and PowerPoint).
- Bachelor's degree required; concentration in business administration, accounting, and/or finance preferred. MBA preferred.

\* This position is considered remote (effective Monday, September 13, 2021), up to 1 day in the office at 10 Brookline Place, Brookline, MA each week. Dana-Farber Cancer Institute guidelines state that employees must reside in the Institute-supported states of Massachusetts, New Hampshire, or Rhode Island.

Dana-Farber Cancer Institute has retained the Diversified Search Group to assist in this confidential search process. Inquiries, nominations, and applications (current resumes and cover letters) should be directed via email to:

Gerard F. Cattie, Jr.  
Managing Director  
DSG Fundraising & Advancement Practice Leader  
Diversified Search Group  
The Chrysler Building, 405 Lexington Avenue, 49th Floor, New York, New York 10174  
gerard.cattie@divsearch.com | 212.542.2587

### **Dana-Farber Cancer Institute Inclusion, Diversity, and Equity Commitment Statement**

At Dana-Farber Cancer Institute, we work every day to create an innovative, caring, and inclusive environment where every patient, family, and staff member feels they belong. As relentless as we are in our mission to reduce the burden of cancer for all, we are equally committed to diversifying our faculty and staff.

Cancer knows no boundaries and when it comes to hiring the most dedicated and diverse professionals, neither do we. If working in this kind of organization inspires you, we encourage you to apply.

Dana-Farber Cancer Institute is an equal opportunity employer and affirms the right of every qualified applicant to receive consideration for employment without regard to race, color, religion, sex, gender identity or expression, national origin, sexual orientation, genetic information, disability, age, ancestry, military service, protected veteran status, or other groups as protected by law.

### **Division of Philanthropy Inclusion, Diversity, and Equity Commitment Statement**

We're stronger together.

In the Division of Philanthropy, we believe in the power of different voices. We encourage authenticity and diversity of every individual within our community. Our collective voices – donors, volunteers, staff, and patients alike – allow us to work together towards a world without cancer. Committed to being a place of inclusivity, belonging, and change, these are our core values.

### **Benefits Package**

The Institute offers a competitive benefits package including generous healthcare and retirement plans, at minimum 3-weeks' vacation time in addition to 9 paid holidays, a flexible work environment, and work/life balance. Dana-Farber also provides an array of professional development opportunities. All benefits subject to Dana-Farber Cancer Institute changes.