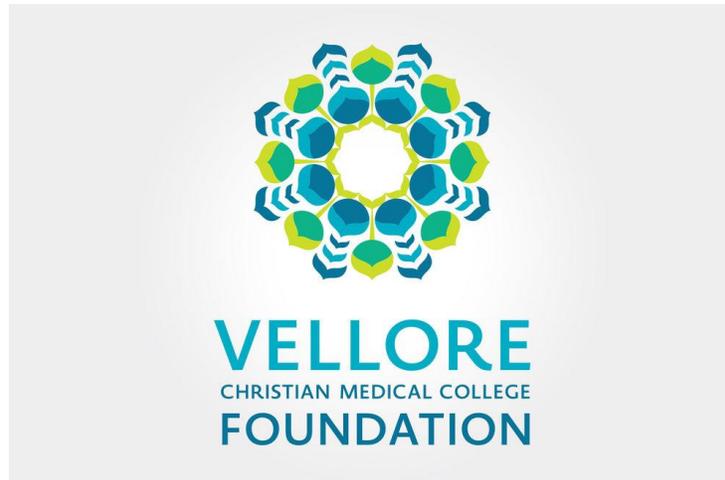




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NONPROFIT
SEARCH GROUP

EXECUTIVE SEARCH
FOR
EXECUTIVE DIRECTOR





THE OPPORTUNITY

The Nonprofit Search Group invites you to explore an exciting opportunity at The Vellore Christian Medical College Foundation (VCMCF) in New York City. VCMCF is seeking an exceptional Executive Director with strong management and leadership skills to oversee its administration, programs and strategic plan, which are intended to benefit Christian Medical College in Vellore, India (CMC). The Executive Director is the administrative leader of the VCMCF. The primary responsibilities of the role include fundraising and “friend-raising” in support of CMC’s mission, to provide exceptionally high quality and ethical medical care to its patients at low cost. This role also includes nurturing the relationship between the Foundation and CMC’s Directorate, its Principal (Dean) and Vice-Principal for Research and other key members of its administration. The position reports directly to the Board of Directors.

VELLORE CMC FOUNDATION



Based in New York City, the Vellore CMC Foundation is the non-profit partner of India’s prestigious private hospital and medical school, the Christian Medical College (CMC) in Vellore, Tamil Nadu. We connect alumni, global health leaders, medical professionals, researchers, philanthropic organizations, faith-based organizations and students to people, ideas and resources in Vellore – building mutually beneficial

relationships that make an impact around the world. The Vellore CMC Foundation’s mission is to raise funds for the benefit of the Christian Medical College & Hospital in Vellore, India; support US-based alumni and other scholars; and preserve the legacy of the founder, Dr. Ida S. Scudder.



Christian Medical College (CMC) The Christian Medical College (CMC) was founded in 1900 as a one room clinic by Dr. Ida S. Scudder. Today it is a vast and respected non-profit institution that serves more than two million patients a year; trains some of the most sought-after medical professionals; conducts life-saving

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research; and implements outreach programs in Vellore's slums and remote rural villages throughout the region. Epitomizing both compassion and innovation, CMC is globally recognized for its unique model of delivering world-class treatment at the lowest possible cost. CMC is consistently ranked among the top hospitals in India and patients travel from all over the world seeking its exemplary care.

We strive always to foster mutually beneficial partnerships and drive transformational investments that fuel growth and healing. Our priorities fall into the following areas:

- Supporting Research at CMC
- Supporting Advanced Education at CMC
- Funding Major Capital Projects at CMC
- Supporting Compassionate Care at CMC
- Connecting CMC Alumni in North America
- Keeping the legacy of our founder, Dr. Ida S. Scudder alive and accessible to all
- Providing sound Stewardship of donor funds and invested assets



LEADERSHIP

Chair of the Foundation, Dr. Honorine Ward, is an alumna of CMC, batch of 1969. She joined the Board in 2008, was part of the Executive Committee as Member-at-Large in 2011 and was elected Chair of the Board of Directors at our Fall 2013 meeting.

Dr. Ward is a professor in the Departments of Medicine and Public Health and Community Medicine at Tufts University School of Medicine, a member of the Immunology and Molecular Microbiology graduate programs at the Sackler School of Graduate Biomedical Sciences at Tufts and a member of the Division of Geographic Medicine and Infectious Diseases at Tufts Medical Center. She has been instrumental in building a strong research and education partnership with CMC; among many other benefits, the partnership has led to major research grants and important gastrointestinal research projects as well as grants to support training of students, fellows and junior faculty at CMC and Tufts.

Vice-Chair of the Foundation, George Varughese, is a Managing Director with Alvarez & Marsal in New York and CEO of A&M Securities, which is the broker-dealer unit of A&M. He leads the firm's Corporate Finance activities and provides advice on merger and acquisitions, financing and restructurings and has more than 30 years of experience in providing advice on a variety of

financial transactions in several industries. Mr. Varughese is also the Chairman of the firm's Opinion Committee.

Before joining A&M, he was managing director with DLJ and later Credit Suisse where he was a partner in the Merchant Banking group. Prior to that, Mr. Varughese led the restructuring group at Kidder Peabody. He joined Drexel Burnham Lambert in 1982 and eventually became a managing director with its investment banking practice. Mr. Varughese earned a bachelor's degree from Harvard University and an MBA from Stanford University. He served as a Professor of Finance at the Indian Institute of Management Bangalore from 1993 to 1995.

THE EXECUTIVE DIRECTOR

The Executive Director role is an outstanding opportunity for a seasoned fundraiser to partner with the leadership of the Foundation. The Executive Director will be able to think strategically to envision, plan, execute, and achieve results.

The Executive Director will serve as the Foundation's chief advancement officer and administrative leader. The position, reporting directly to the Board of Directors and working closely with key Board leadership, will be responsible for overall strategic direction and management of the Foundation's advancement and administrative activities. He or she will supervise a talented and enthusiastic staff of professionals and will have direct responsibility for all fundraising and ensure the financial health of the Foundation.

AREAS OF EMPHASIS

Leadership

- Provide supervision and leadership and vision for the overall operations of the foundation staff;
- Create and maintain strong relationships with donors, prospects and other constituency groups;
- Significantly raise the level of fundraising;
- Develop and present the annual budget with the Business and Finance Manager;
- Establish employment and administrative policies and procedures for the day-to-day operation of the VCMCF;
- Serve as the VCMCF's primary spokesperson to the organization's constituents, the media and the public;
- Establish and maintain relationships with like-minded organizations and utilize those relationships to strategically enhance the VCMCF's mission and visibility;
- Create and maintain strong relationships with donors, prospects and other constituency groups;
- Work with the board to formulate and implement the Foundation's strategic plan.

- Oversee board and committee meetings;
- Prepare and oversee the mailing of newsletters and the Annual Report, and oversee the posting of news on the website;
- Review and approve contracts for services;
- Communicate effectively with the Board and provide, in a timely and accurate manner, all information necessary for the Board to make informed decisions;
- Create and maintain strong relationships with the Board;
- Engage the Board and provide strong staff leadership on all matters relating to advancement;
- Report to the Board on progress of all fundraising events and campaigns and provide other reports and statements as requested;
- Other duties as assigned by the Board of Directors.

Personal Attributes

- A person who will commit wholeheartedly to the mission and vision of VCMCF and is excited about becoming a part of the daily life of the Foundation;
- A person with an understanding of and commitment to working collaboratively across VCMCF lines;
- A proactive self-starter who thinks broadly and sees the “big picture;”
- Able to thrive in a small office environment;
- A person who has an aptitude for working with a multi-cultural, diverse international community;
- An engaging individual who develops rapport quickly and builds relationships with ease.

Experience

- A bachelor’s degree or higher, with significant fundraising experience for a non-profit organization, preferably in the field of low-cost medicine;
- Five or more years of senior nonprofit management experience;
- Hands-on budget management skills, including budget preparation and analysis, decision-making and reporting;
- Strong organizational skills including program development and task facilitation, and the ability to work well with Board members and staff;
- The ability to convey VCMCF’s vision and ethos, and to engage diverse volunteer groups and donors;
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector;
- Strong written and oral communication skills in both private and public settings.

Financial and Operational Responsibilities

- Enhance the financial health of the VCMCF through leadership in the fundraising and friend-raising efforts that are necessary to support the VCMCF’s mission;

- Ensure the fiscal integrity of the VCMCF, submit a proposed annual budget as well as monthly financial statements which accurately reflect the financial condition of the VCMCF to the Board;
- Operate the foundation within its approved budget, maximize resource utilization, and maintain the VCMCF in a positive financial position;
- Be responsible for the hiring and retention of competent, qualified staff;
- Be responsible for the signing all notes, instruments and other agreements made and entered into and on behalf of the organization.

Mission and Strategy of Organization

- Work with the Board and foundation's staff to ensure that its mission is fulfilled, and its strategy implemented;
- Engage with the board to develop a strategic plan to ensure that the VCMCF can successfully fulfill its mission into the foreseeable future;
- Oversee the implementation of VCMCF's strategy and programs;
- Enhance the VCMCF's image and visibility by being active in the community in both the U.S. and India.

LOCATION

The Vellore Christian Medical College Foundation (VCMCF) is in New York City, located at 475 Riverside Drive. Riverside Drive is a scenic north-south thoroughfare which runs along the Upper West Side of Manhattan, parallel to the Hudson River from 72nd Street to the George Washington Bridge at 181st Street. Some of the most coveted addresses in New York are located along its route. From brownstones to limestone townhouses and beaux arts pre-war buildings, the street is rich in both its architecture and history.

The offices are alongside Riverside Park, adjacent to Barnard College. This park stretches four miles from 72nd to 158th Streets along the Hudson River, is Manhattan's most spectacular waterfront park. Since 1875, the landscapes of Frederick Law Olmsted have offered escape from the city and opportunities for people of all incomes to relax, play, and socialize in tranquil settings.

APPLICATION PROCEDURE

Applications will be accepted until position is filled. To be considered, candidates should submit a resume, cover letter and three references, including a statement of interest to susie@theangelettigroup.com.

Nominations and confidential inquiries made to:

Susie Delaporte
Nonprofit Search Group
Harrison House
17 Village Road - PO Box 188
New Vernon, NJ 07976
(973) 540-1400

VCMCF is deeply committed to the principles of equity and diversity and seeks to create an inclusive community for all staff and Trustees. VCMCF is an Affirmative Action/Equal Opportunity employer.