

# Suzanne Mineck

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## Objective

Utilize 20 years of experience in the field of philanthropy - including nonprofit leadership, fund development, grant-making, board management, collective impact strategy, project facilitation, and strategic planning - to promote compassion, health and equal opportunities for the most vulnerable.

## Experience

### Mid-Iowa Health Foundation Des Moines, IA

President and CEO, 2010 to present

- Lead Foundation in fulfilling its mission to serve as a catalyst and partner for improving the health of vulnerable people in Greater Des Moines.
- Work with the Board of Directors and have general charge of and direct the operations of the Foundation.
- Develop programs and strategic initiatives that further the Foundation's mission.
- Establish grantmaking guidelines, effectively evaluate proposals, and make funding recommendations to Board of Directors.
- Work with local agencies and organizations to develop collaborative approaches and potential partnerships.
- Oversee distribution and documentation of grant disbursements.
- Develop and maintain relationships with local and national leaders in areas of health trends, research and services.
- Work with Investment Committee and Investment Manager to invest and monitor Foundation assets.
- Pursue opportunities to further the community's health agenda through convening meetings, encouraging collaboration, leveraging resources, participating in relevant meetings, seminars and conferences.
- Work with external auditor to assure compliance with IRS regulations and all applicable laws.

### The Stelter Company Des Moines, IA

Senior Consultant, 2006 to 2010

- Presented to national audiences on the subjects of planned, major and annual giving, marketing, and board development.
- Facilitated planned giving, major giving, and donor stewardship seminars to development professionals and non-profit leaders.
- Work one-on-one with organizations, consulting and providing strategic planning for development programs ranging widely in size and sophistication. Clients included: Ronald McDonald House Charities Global, Be the Match Foundation, American Jewish World Foundation, MedStar Health Foundation, Multiple Myeloma Research Foundation, Boys Town.
- Provide input to Stelter management regarding strategic direction of company, marketing

- initiatives, product development, client relationships, and internal policies and procedures.
- Serve as a faculty member for the Fundraising University, offered by the Charitable Giving Resource Center and the Des Moines Community Foundation.

### **St. Jude Children's Research Hospital**

**Memphis, TN**

**Senior Director of Gift Planning, 2002 to 2005**

- Recruited and managed Major Gifts Department, including a national team of 14 principal gift officers.
- Managed Foundations Department. Oversaw all Foundation grant proposals, ensured adherence to all project funding guidelines, and maintained relationships with grantors.
- In coordination with the Vice President for Gift Planning, set strategic direction of the division to ensure meeting revenue goal of \$100 million.
- Maintained and monitored outright and deferred gift compliance policies and procedures.
- Supervised major prospect research and development department.
- Set strategy, oversaw implementation, and monitored follow-up procedures for all gift planning stewardship and solicitation marketing materials.
- Served as a member of the senior staff with responsibilities including: monitoring strategic vision for organization; investigating new initiatives; hosting VIP visitors while touring St. Jude; and representing organization at national conferences and meetings.
- Maintained portfolio of leadership gift donors and prospects.
- Oversaw all communication with financial advisors, accountants, and attorneys to meet the needs of donors with significant and/ or complex assets.

### **Hutchison School**

**Memphis, TN**

**Assistant Head for Advancement, 2001 to 2002**

- Restructured and managed a comprehensive development, alumna, and parent relations program.
- Managed a staff of professional fundraisers, public relations staff, support personnel, and volunteers.
- Initiated a deferred giving program and recognition society resulting in a 100% increase in deferred gift expectancies.
- Completed a \$13 million campaign to support the construction of three new facilities and designed and implemented an endowment campaign to increase current endowment by 100%.
- Organized Hutchison School's Centennial, including managing twelve volunteer committees, supervising the production of all promotional materials, and securing appropriate funding to underwrite activities.
- Managed the writing and production of all promotional materials including magazines, newsletters, brochures, and direct mail campaigns.

### **The University of Memphis**

**Memphis, TN**

**Director, The University of Memphis Foundation, December 1999 to 2001**

- Reported to a 24-member Board of Trustees, providing oversight and management of a \$60 million endowment.
- Developed and supervised formal budget and expenditure procedures to increase Foundation accountability and profitability.
- Managed a staff of professional and support personnel.
- Administered fund accounting system holding more than 400 accounts.

- Ensured adherence to all donor gift agreements.
- Actively communicated with University community and donors regarding accounts held in the Foundation, investment performance, policies, and procedures.
- Served as a member of the Marketing and Advancement Senior Management Team, providing strategic planning for the University.

#### **Director of Planned Giving, The University of Memphis, July 1999 to 2001**

- Secured \$16 million in deferred gift expectancies to The University within first 15 months of employment.
- Trained University deans, department chairs and development staff on gift planning vehicles, regulations and procedures.
- Designed, implemented, and managed a comprehensive planned giving program to encompass the needs and demographics of the various colleges and departments of The University.
- Wrote and produced planned giving marketing and solicitation materials.
- Developed gift acceptance policies and procedures and managed a volunteer planned giving council.

#### **The University of Iowa Foundation**

##### **Iowa City, Iowa**

#### **Assistant Director Planned and Major Giving, 1998 to 1999**

- Developed and implemented cultivation and solicitation strategies for major gift prospects across the western half of the United States.
- Assisted with strategic planning of the University of Iowa's comprehensive campaign, including the development of top prospect lists, stewardship guidelines, and gift counting policies.
- Maintained working rapport with University deans, department chairs, advancement staff, and legal counsel to facilitate planned giving opportunities for the University.

#### **American Cancer Society**

##### **Iowa City, Iowa**

#### **Director of Development, 1996 to 1998**

- Planned, implemented and evaluated fundraising activities for a six county region to increase annual gift income by 35%, raising \$750,000 annually.
- Supervised support staff and Iowa City area office.
- Managed six volunteer area boards of directors and more than twenty special event committees, providing direction on National and Division policies, procedures and priorities.

## **Education**

Bachelor of Arts, Double Major in English and Communication, May 1996, Luther College, Decorah, Iowa

## **Contributions**

Board and Committee Service:

- Science Center of Iowa Board of Directors
- Iowa Council of Foundations Board of Directors
- Greater Des Moines Community Foundation Grant Committee
- Grade Level Reading National Campaign Funder Huddle Advisory Committee

- ACEs 360 Executive Committee and Policy Committee
- Children's Health Advisory Group (Child and Family Policy Center)
- Healthy Homes Des Moines Executive Steering Committee
- Faith Lutheran Worship, Music, Arts Committee and Endowment Committee
- Youth Violence Prevention Steering Committee
- Capital Crossroads – Wellness Capital Committee
- Health Insurance Navigator Oversight Committee
- Community Health Needs Assessment Committee
- Opportunity Plan – Housing Committee
- Housing Tomorrow Plan Steering Committee

Volunteer Interests:

- United Way of Central Iowa
- Science Center of Iowa
- Youth Emergency Services and Shelter
- Oakridge Neighborhood
- Luther College
- Faith Lutheran Church
- Eason Elementary