



ADVANCEMENT OFFICER

POSITION SUMMARY:

The advancement officer in the OU Foundation's pooled officer team reports to the Executive Director for Advancement. The advancement officer will manage a portfolio of major gift donors (\$25,000+) to raise funds for strategic fundraising priorities for the University of Oklahoma. This professional works closely with other members of the pooled officer team, the Executive Director, fellow OU Foundation colleagues as well as academic leadership on the Norman campus to develop and implement the fundraising strategy for the team to meet fundraising goals. Goals and areas of focus for the advancement officer will be determined by various academic unit needs, Presidential priorities and/or strategic fundraising opportunities. Performance metrics will be determined annually by the Executive Director in consultation with the advancement officer pursuant to the OU Foundation's annual fundraising goals and the University's funding needs and priorities.

SPECIFIC DUTIES INCLUDE:

- Manages an active portfolio of major gift prospects in all aspects of the development cycle.
- Solicits and secures private gifts from individuals.
- Develops and manages an individual business travel schedule within the budget and policies of the OU Foundation. Travel availability 25%.
- Works with confidential donor information, documents donor interactions and solicitations in the prospect management system keeping donor information updated.
- Collaborates with Advancement Services in efforts related to planned giving and corporate and foundation relations.
- Collaborates with the Stewardship, Donor Relations and Communications team to ensure cultivation and stewardship strategy and plans are developed and executed.
- Builds strong relationships with academic leadership, faculty and staff across the OU Norman campus to creatively connect institutional needs with opportunities for support from individual donors and achieve team goals.
- Works with legal documents including donor agreements.
- Monitors, analyzes and provides data related to team-specific activity and use of donor funds.
- Actively and continuously learns about the practices of fundraising and the University of Oklahoma through internal and external professional development opportunities, relationships and independent study.

Perform related responsibilities as required or assigned.



REQUIRED QUALIFICATIONS:

Knowledge, Skills, Abilities

- Ability to develop, maintain and grow interpersonal relationships including with university alumni, donors and friends, administrators, faculty, students and staff.
- Demonstrated ability to solicit gifts preferable but not required.
- Excellent oral and written communication skills including the ability to make effective presentations to large and small groups.
- Excellent organizational and prioritization skills. Ability to handle multiple projects and deadlines.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Proficiency in Microsoft Office applications and the ability to learn customized online software applications, basic data analysis.
- Ability to effectively evaluate projects/programs and produce comprehensive reports.
- Understanding of the University of Oklahoma's values of diversity, equity and inclusion.
- Understanding of ethics as described in the Association of Fundraising Professionals Code of Ethical Standards.
- Ability to travel to in-person meetings in various U.S. cities.
- Ability to travel independently, by car, to multiple locations for work that may be significant distances from one another.
- Occasional weekend or evening work is required.

Equivalent Education/Experience

- Bachelor's Degree in a related discipline.
- Fundraising, sales, nonprofit, higher education and/or communications experience preferred but not required.

SALARY RANGE:

Salary commensurate with experience.