



## DEVELOPMENT OFFICER - COLLEGE OF MEDICINE

### POSITION SUMMARY:

The Development Officer for the College of Medicine at the University of Oklahoma Health Sciences Center reports to the Executive Director of Advancement for the College of Medicine. The Development Officer will manage a portfolio of major gift donors (\$25,000+) to raise funds for strategic fundraising priorities for the College of Medicine. This professional works closely with other members of the Health Sciences Development team, the Executive Director, fellow OU Foundation colleagues as well as academic leadership within the College of Medicine and across the Health Sciences Center to develop and implement the fundraising strategy for the team to meet fundraising goals. Goals and areas of focus for the Development Officer will be determined by the Executive Director of Advancement in partnership with the academic leadership in the College of Medicine. Performance metrics will be determined annually by the Executive Director of Advancement in consultation with the Development Officer pursuant to the OU Foundation's annual fundraising goals and the College of Medicine's funding needs and priorities.

### KEY RESPONSIBILITIES:

- Manage an active portfolio of approximately 100+ major gift prospects (\$25,000+) in all aspects of the development cycle.
- Cultivate, solicit, and steward individual prospects at the \$25,000+ level.
- Develop and manage an individual business travel schedule within the budget and policies of the OU Foundation with an expectation of making a minimum of 15 or more face-to-face visits per month.
- Work with confidential donor information, documents donor interactions and solicitations in the prospect management system keeping donor information updated.
- Collaborate with the Stewardship, Donor Relations and Communications team to ensure cultivation and stewardship strategy and plans are developed and executed.
- Assist in setting fundraising priorities and in establishing specific and long-range fundraising goals.
- Administer, plan, and implement development activities, developing administrative guidelines, procedures, timelines, and reports.
- Build strong relationships with academic leadership, faculty and staff across the College of Medicine and the Health Sciences Center to creatively connect institutional needs with opportunities for support from individual donors to help achieve team goals.
- Represent the College of Medicine at business, education, community and various board meetings or events.
- Give presentations to communicate the fundraising priorities and needs for the College of Medicine to ensure a pipeline of philanthropic support for the Health Sciences Center.
- Communicate effectively with peers, staff, volunteers, deans, department heads and faculty.



- Evaluate giving programs, recommend and implement changes to improve program results.

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, friends, clients, administrators, faculty, students, and staff.
- Ability to analyze donor data points to enhance fundraising strategies.
- Ability to learn and apply fundraising methodology and programming, including direct solicitation skills.
- Ability to learn Development software, navigate the donor database and maintain donor records.
- Ability to work with legal documents including donor agreements with attention to detail.
- 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 communicate well, and build rapport quickly with donors, faculty, and colleagues.
- Ability to compose business documents with appropriate formatting and grammar.
- Proficiency in Microsoft Office applications and the ability to learn customized online software applications, basic data analysis.
- High level of initiative, creativity, and problem-solving skills.
- Ability to travel independently to in-person meetings in various U.S. cities or multiple locations that may be significant distances from one another.
- Ability to respond to problems and to assist clients with a calm, courteous, and helpful manner, and attitude.
- Ability to prioritize tasks and to delegate them when appropriate.

## **EDUCATION/EXPERIENCE:**

- Bachelor's Degree in Communication, Marketing, Public Relations, or closely related field.
- 0-5 years of fundraising, sales, marketing, non-profit or relevant experience.

## **SALARY RANGE:**

Salary commensurate with experience.