



DIRECTOR OF DEVELOPMENT- COLLEGE OF MEDICINE

POSITION SUMMARY:

The Director of Development 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 Director of Development plans and executes fundraising strategies to precipitate major and principal gifts that support the strategic priorities for the College of Medicine. The Director of Development translates OU Health Sciences Center College of Medicine program priorities into action plans and gift opportunities to support the College of Medicine. In the absence of the Associate Vice President and Executive Director, the Director of Development makes decisions within the Health Sciences Center Development office.

The Director of Development will manage a portfolio of major gift donors (\$25,000+). This professional works closely with other members of the Health Sciences Development team, the Associate Vice President, 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. The Director of Development will research, develop, and implement a comprehensive fund development program designed to support the dean in achieving his/her objectives and provide support to all departments and programs within the College of Medicine to ensure annual fundraising goals are met. In partnership with the Executive Director, this role provides support for the alumni director, development officer, and support staff to ensure work is progressing toward achieving fund development strategies for the College of Medicine. The Director of Development supports the Associate Vice President and Executive Director, Office of Alumni and Development as needed.

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.
- Provide expert guidance and support to university faculty and staff as appropriate.
- 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.
- Demonstrated knowledge of fundraising programs, including direct solicitation responsibilities.
- Ability to analyze donor data points to enhance fundraising strategies.
- Ability to work with legal documents including donor agreements with attention to detail.
- Experience with Development software, e.g., Agilon or similar software.
- 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 (preferred in public relations, marketing, or a related field).
- 4-8 years of experience in fundraising, preferably major gift work in a health-related field.

SALARY RANGE:

Salary commensurate with experience.