



DIRECTOR OF ADVANCEMENT | NORMAN CAMPUS UNIVERSITY OF OKLAHOMA FOUNDATION, INC.

POSITION SUMMARY:

The Director of Advancement reports to the Executive Director. The Director of Advancement will manage a portfolio of major gift donors (\$25,000+) to raise funds for their assigned unit. This professional works closely with fellow OU Foundation colleagues as well as faculty, staff, and administrative leadership on the OU Norman campus to develop and implement fundraising strategy for the team to meet fundraising goals. Goals and areas of focus for the Director of Advancement will be determined by their assigned unit/team. Performance metrics will be determined annually by the Director of Advancement's supervisor in consultation with the Director 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.
- 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.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- 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.
- 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.
- Intuitive ability to recognize opportunities.
- Ability to work independently or in a team environment.
- Exceptional goal orientation



- 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.

CERTIFICATIONS/EDUCATION/EXPERIENCE:

At least 18 months in experience in fundraising, sales, and/or gift planning-related roles

Bachelor's degree

CFRE preferred but not required.

SALARY RANGE

Salary commensurate with experience.