



DIRECTOR OF ADVANCEMENT STEPHENSON CANCER CENTER

POSITION SUMMARY:

Under the direction of the Assistant Vice President of Advancement as well as the Executive Director of Advancement for the Stephenson Cancer Center, design and implement fundraising initiatives for the Center. Works with Executive Director on all assigned fundraising programs and projects through completion.

KEY RESPONSIBILITIES:

1. **Fundraising.** Fundraising with emphasis on grateful patients, family members, and personal one-on-one contacts with individuals, corporations, and foundations. Translate Stephenson Cancer Center priorities into action plans and gift opportunities and match them to donors' interests.
2. **Plan.** Establish and manage a fundraising plan with annual goals, objectives, and strategies for fundraising programs. Oversees follow-up strategies for each donor prospect and stewardship activities. Manages the solicitation, cultivation, and closure of gifts.
3. **Events.** Assists with the design and coordinating events and other activities to identify new prospects, cultivate prospect interest and further efforts that will lead to a major gift.
4. **Strategies.** Manages and communicates to volunteers, staff, and key faculty how to identify, cultivate and solicit donors. Prepares cultivation and solicitation strategies for volunteers, staff, and faculty.
5. **Communication.** Identifies potential donors and maintains an up-to-date major donor prospect database. Determines the best way to communicate, develop, and implement a communication plan.
6. **As Needed.** Perform other duties as needed to successfully fulfill the functions of the position.

REQUIRED QUALIFICATIONS:

Knowledge, Skills, Abilities

- Experience with Development software, such as Agilon or similar donor management software.
- Demonstrated expertise in and knowledge of private fundraising programs, including direct solicitation responsibilities.
- Knowledge of media, communication and dissemination techniques and methods.



Knowledge, Skills, Abilities, continued

- Knowledge of business and management principles involved in strategic planning and resource allocation.
- Ability to communicate verbally and in writing.
- Ability to give full attention to what donors, staff, faculty, and volunteers are saying and understand points being made.
- Ability to develop and maintain constructive working relationships.
- Ability to obtain information from relevant sources.
- High level of initiative and creativity.
- Team-oriented and willing to travel as needed.

Equivalent Education/Experience

- Bachelor's Degree in Communication, Marketing, Public Relations, or closely related field.
- 3 years of fundraising experience with a record of significant personal achievement in fundraising.
- Equivalent combinations of education and experience will be considered.

SALARY RANGE:

Salary commensurate with experience.