



## EXECUTIVE DIRECTOR OF ADVANCEMENT NORMAN CAMPUS

### POSITION SUMMARY:

The Executive Director of Advancement reports to the Assistance Vice President of Advancement for the Norman campus. Serving on the leadership team for the Norman Campus Advancement organization, this professional will eventually oversee a team of Advancement Directors who plan and implement advancement activities for a specific unit or a variety of colleges and strategic priorities. The Executive Director ensures fundraising activities are aligned with unit priorities and central Advancement shared services (Principal Giving, Planned Giving, Corporate and Foundation Relations, Annual Giving, Advancement Communications, Prospect Research, etc.) to create and implement a comprehensive fundraising strategy. This professional works closely with team members to develop and implement the fundraising strategies to meet fundraising goals which align with the goals for the Norman campus and wider University. Traveling regularly, this professional will also maintain a portfolio and meet with prospective donors throughout the United States.

### KEY RESPONSIBILITIES:

- As the organization grows, will lead a team of advancement staff supporting multiple priorities. Work closely with Deans in establishing the fundraising strategies and setting fundraising priorities including specific fundraising goals.
- Create a culture of philanthropy by ensuring the dean and college leaders can articulate their vision, understand the college fundraising plan, engage donors, value donor perspectives and stories, ensure advancement personnel are focused on fundraising activity and held accountable and create meaningful impact reporting to donors.
- Manages professional fundraising staff and in some cases, support staff to guide fundraising activities including the management of team member productivity. Assists with development of travel strategy and schedule for the team working within the constraints of budgeted funds.
- Solicits and secures private gifts from individuals as well as corporations and foundations in partnership with the Corporate and Foundation Relations team.
- Manages an active portfolio of principal and major gift prospects in all aspects of the development cycle. Works with confidential donor information, documents donor interactions and solicitations in the prospect management system keeping donor information updated.
- Collaborates with central Advancement on broad-based cultivation, annual giving, and stewardship efforts. Collaborates with the Stewardship and Advancement Communications team to ensure cultivation and stewardship strategy and plans are developed and executed.
- Ensures staff establish an active program of engagement and communication to engage unit advisory boards, and principal and major gift alumni prospects.
- Works with team members to creatively connect institutional needs with opportunities for support from corporate, foundation and individual donors.
- Works with legal documents including donor agreements and planned giving vehicles.
- Monitors, analyzes, and provides data related to college-specific activity and use of donor funds.

Perform related responsibilities as required or assigned.



## REQUIRED QUALIFICATIONS:

### Knowledge, Skills and Abilities

- 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.
- Must be able to establish positive relationships with university alumni, donors and friends, administrators, faculty, students and staff.
- Ability to manage professional and support staff, lead project teams and communicate directions and expectations effectively.
- 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.

### Education/Experience:

- Bachelor's Degree in a related discipline.
- 10-15 years in experience in fundraising or advancement.

### Certifications:

CFRE (Certified Fundraising Executive) certification is preferred.

### SALARY RANGE:

Commensurate with experience.