



DEVELOPMENT OFFICER - HAROLD HAMM DIABETES CENTER

POSITION SUMMARY:

The Development Officer for the Harold Hamm Diabetes Center at OU Health reports to the Director of Advancement for the Harold Hamm Diabetes Center and will manage a portfolio of major gift donors (\$25,000+) to raise funds for strategic fundraising priorities for the Harold Hamm Diabetes Center. This professional works closely with other members of the Health Sciences Development team, the Director of Advancement, fellow OU Foundation colleagues as well as leadership within the Harold Hamm Diabetes Center and across OU Health. Develops and implements the necessary fundraising strategies needed to meet fundraising goals. Goals and areas of focus for the Development Officer will be determined by the Director of Advancement in partnership with the leadership of the Harold Hamm Diabetes Center. Performance metrics will be determined annually by the Director of Advancement in consultation with the Development Officer pursuant to the OU Foundation's annual fundraising goals and the Harold Hamm Diabetes Center'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, document 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.
- Build strong relationships with leadership and staff at the Harold Hamm Diabetes Center at OU Health to creatively connect institutional needs with opportunities for support from individual donors to help achieve team goals.
- Represent the Harold Hamm Diabetes Center at business, education, community and various board meetings or events.
- Give presentations to communicate the fundraising priorities and needs for the Harold Hamm Diabetes Center to ensure a pipeline of philanthropic support for OU Health.
- Communicate effectively with peers, staff, volunteers, and the leadership team within the Harold Hamm Diabetes Center.

Perform related responsibilities as required or assigned.



REQUIRED QUALIFICATIONS:

Knowledge, Skills, Abilities

- Ability to develop, maintain and grow interpersonal relationship 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.