



EXECUTIVE DIRECTOR, MAJOR GIFTS

POSITION SUMMARY:

Under the direction of the Assistant Vice President, responsible for the development, design and implementation of major gift fundraising initiatives that focus on specific strategic program areas. Works with Assistant Vice President on all assigned fundraising programs and projects through completion.

KEY RESPONSIBILITIES:

- **Fundraising.** Fundraising with emphasis on personal one-on-one contacts with individuals, corporations, and foundations. Translates Health Sciences Center program priorities into action plans and gift opportunities and matches them to donors' interests.
- **Plan.** Develops and manages fundraising plans 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.
- **Events.** Designs and coordinates events and other activities to identify new prospects, cultivate prospect interest and further efforts that will lead to a major gift.
- **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.
- **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.
- **Supervisory.** Supervises Development Officers, who are responsible for hiring, training, evaluating performance, and disciplinary actions. Assists the Development Officers with disciplinary actions. Educates and develops Officers and other key personnel.
- **As Needed.** Performs other duties as needed to successfully fulfill the functions of the position.



REQUIRED QUALIFICATIONS:

Knowledge, Skills, Abilities

- Demonstrated expertise in and knowledge of private fundraising programs, including direct solicitation responsibilities.
- Knowledge of media, communication and dissemination techniques and methods.
- 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 if needed.
- Experience with Development software, e.g., Agilon or similar software.

Equivalent Education/Experience

- Bachelor's Degree in Communication, Marketing, Public Relations, or closely related field.
- 84 months of fundraising experience with a record of significant personal achievement in fundraising.
- Will consider equivalent combination of education and experience.

SALARY RANGE:

Salary commensurate with experience.