



SENIOR DIRECTOR OF DEVELOPMENT 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:

Fundraising

- Philanthropic fundraising with emphasis on grateful patients, family members, and personal one-on-one contacts with individuals, corporations, as well as foundations focusing on gift opportunities at the six and seven figure level.
- Will manage an active portfolio of 125 prospects.
- Translate Stephenson Cancer Center priorities into action plans and gift opportunities matching them to donors' interests

Planning

- Work with the Executive Director to implement the fundraising plan with annual goals, objectives, and strategies for fundraising programs.
- Oversees follow-up strategies for each donor prospect and stewardship activities.

Strategies and Compliance

- 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.
- Understands the evolving, complex nature of HIPAA law and its associated regulations and policies.

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.

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.

Perform related responsibilities as required or assigned.



REQUIRED QUALIFICATIONS:

Knowledge, Skills, Abilities

- Demonstrated expertise in and knowledge of the development continuum, the moves management process including direct solicitation responsibilities.
- Demonstrated track record of significant personal achievement in fundraising showing the successful closing of six and seven figure philanthropic gifts.
- Strong problem solving and spatial thinking skills. The ability to see opportunities from needs and challenges.
- Proficient with Development software, such as Agilon (currently utilized), RaiserEdge, Advance or similar donor management software.
- Knowledge of media, communication and dissemination techniques and methods.
- Understanding of business and management principles involved in strategic planning and resource allocation.
- Excellent verbal and written communication skills.
- Ability to give full attention to what donors, staff, faculty, and volunteers are saying and understand the points being made.
- Desire to develop and maintain constructive working relationships.
- Willingness to obtain information from relevant sources.
- High level of entrepreneurial initiative and creativity.
- Team-oriented and willing to travel as needed.
- Adherence to the highest standards of moral integrity and the ethical standards of the profession.
- A desire to fight cancer and improve the lives of the people of Oklahoma.

Equivalent Education/Experience

- Bachelor's Degree in Communication, Marketing, Public Relations, or closely related field.
- Eight years of fundraising experience including at least two years frontline fundraising in academic medicine.

Equivalent combinations of education and experience will be considered.

Experience working in an NCI designated cancer center is preferred.

Salary commensurate with experience.

ABOUT THE STEPHENSON CANCER CENTER:

As Oklahoma's only National Cancer Institute-Designated Cancer Center, Stephenson Cancer Center is one of the nation's elite centers, representing the top 2% of cancer centers in the country. It is the largest and most comprehensive oncology practice in the state, delivering patient-centered, multidisciplinary care for every type of cancer. As one of the nation's leading research organizations, Stephenson Cancer Center uses the latest innovations to fight and eliminate cancer and is currently ranked No. 1 among all cancer centers in the nation for the number of patients participating in clinical trials sponsored by the NCI's National Clinical Trials Network.