



SENIOR DIRECTOR OF DEVELOPMENT PROGRAMS Medical Center Advancement

General Purpose:

The Senior Director of Development Programs reports to the Associate Vice President for Medical Center Development and will work closely with other senior leaders and major gift officers in the medical center, along with Department Chair(s), Division Chiefs, faculty, medical and other department staff, to coordinate non-solicitation activities, including special events, volunteer programs, communication, stewardship, campaign planning, prospect management, strategic and operational planning, and annual giving.

Specific Responsibilities:

(25%) Special Events

- Manage three professional staff in Special Events for Medical Center Advancement, ensuring the appropriate process is completed to develop, implement and evaluate events, producing the highest quality of results; and
- Coordinates Medical Center Advancement Special Events, when appropriate, with the Office of Donor Relations (University Advancement).

(25%) Stewardship / Communication

- Manage two professional staff and work closely with Department Chair(s), Division Chiefs and other medical staff to implement non-major gift activities, including but not limited to: acknowledgement letters, recognition opportunities, stewardship reports, copy for annual fund, brochures, honor rolls, newsletters, and monthly updates.

(20%) Volunteer Programs

- Manage the Associate Director of Volunteer Programs, ensuring the development and enhancement of volunteer programs and the engagement of top donors in the strategic planning process of the Medical Center.

(20%) Strategic Planning and Operations Management

- Work closely with the Office of Advancement Administration, and the Associate Vice President and other senior medical center advancement staff, to help coordinate the budget, human resources and operational planning for medical center advancement; Working closely with internal HR Advancement, oversees, monitors, and manages administrative duties including recruiting, hiring, training, management, individual performance goals, performance reviews, personnel actions and all HR matters related to the program.
- Serve as primary liaison to Advancement Units (Corporate, Foundation, Annual Giving, Communication, Stewardship, Capital Projects, among others);
- Work closely with the Office of Prospect Management for Advancement to help substantially grow the prospect pipeline; and
- Participate in the development of fundraising goals for overall team, specific departments and individuals and align with operational plans.

(10%) Other Duties

- As assigned by the Associate Vice President.

Basic Requirements:

The successful candidate shall have a Bachelor's degree, and preferably a Masters degree, and 10+ years of advancement/administrative experience. Other attributes needed are: excellent communication and organization skills; the ability to meet deadlines and work with department heads, medical faculty and staff, committee members, and the enthusiasm to represent the Medical Center and University effectively to alumni and other constituents. Must have working knowledge of Excel, PowerPoint and word processing. Ability to work in a large team oriented department.