UNIVERSITY OF TEXAS MEDICAL BRANCH
JOB DESCRIPTION

JOB CODE: A0375
JOB TITLE: DIRECTOR OF DEVELOPMENT
CREATION DATE: 
REVISION DATE: 10/01/11
FLSA STATUS: EXEMPT

JOB SUMMARY:

Function: Instrumental in ensuring the successful development and coordination of major gift fund raising for UTMB.

Scope: Institution-wide

ESSENTIAL JOB FUNCTIONS:

• Responsible for raising major gifts (donations of $50,000 and above) through effective identification, cultivation, solicitation and stewardship of major gift prospects and donors.

• Responsible for a minimum of 15 meaningful donor visits per month. Meaningful donor visits are scheduled meetings about a prospect’s giving.

• Responsible for raising $2M a year through funded major gift solicitations.

• Responsible for making major gift asks totaling up to three times annual fundraising goal.

• Manages a portfolio of 125-200 prospective major gift donors. Develops written strategies for lead prospects and ensures that all prospects in portfolio are engaged in a substantive action for moves management.

• Conducts substantive and appropriate donor actions including personal visits, calls, and written communications that further the relationship or progress of a prospect toward a solicitation. Records donor actions in centralized prospect management system.

• Creates prospect plans to maximize giving potential of individual prospects and assigned portfolio. Reviews plans regularly with the Associate Vice President for Development. Collaborates and coordinates with other Directors of Development on related fund raising plans.

• Maintains an active relationship with prospective contributors, endeavors to match University funding needs with prospective and current contributors’ interests and provides appropriate informational materials to prospects and contributors.
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• May be assigned to geographic region (national or state) for major gift fundraising purposes.

• Will be assigned to Development Board members and other volunteers to serve as their liaison with the development office and to coordinate prospective major gift donor strategies.

• Responsible for understanding ways to give (including current, deferred, endowed, and in-kind gifts) and for communicating effectively to donors.

• Follows budget guidelines regarding expenditures incurred in soliciting major gifts.

• Plan and coordinate site visits designed to acquaint prospective major gift donors with other donors, key UTMB officials, faculty and program priorities.

• Represents UTMB in individual donor meetings, group meetings with donors and donor representatives, and at University and community functions.

• Adheres to internal controls and reporting structure.

MARGINAL OR PERIODIC FUNCTIONS:

• Performs related duties as assigned.

KNOWLEDGE / SKILLS / ABILITIES:

• Demonstrated success in raising major gifts from individuals (alumni, volunteers, and grateful patients, others)
• Demonstrated success in developing a major gift portfolio, setting and meeting fundraising objectives
• Excellent written and oral communication skills (may be asked to take a writing exam during interview process)
• Extensive field-based fundraising experience, preferably in an academic medicine or healthcare environment.
• Regular travel to regional areas across the state or nation as required to meet performance objectives.
• Demonstrated experience in Word, Excel, and Outlook required. Experience in PowerPoint and constituent database is preferred.
REQUIRED EDUCATION / EXPERIENCE:
Bachelor’s degree with five years of related experience.

PREFERRED EDUCATION / EXPERIENCE:
A candidate with a track record of achieving annual major gift goals is preferred.

SUPERVISION:
Received: Associate Vice President for Development

BUDGET RESPONSIBILITY:
Follows guidelines for travel, business entertainment, donor gifts and other expenses incurred in the line of soliciting major gifts.

DECISION-MAKING RESPONSIBILITY:
Accountable for the solicitation of major gifts ($50K and above) benefiting the strategic priorities of the university.

EQUIPMENT:
Standard office equipment.

WORKING ENVIRONMENT/LOCATION OF POSITION:
Standard office environment. May involve some travel.

OTHER:
Specific job requirements or physical location of some positions allocated to this classification, may render this position security sensitive, and thereby subject to the provisions of Section 51.215, Texas Education Code.

ANY QUALIFICATIONS TO BE CONSIDERED AS EQUIVALENTS IN LIEU OF STATED MINIMUMS REQUIRE THE PRIOR APPROVAL OF THE VICE PRESIDENT FOR HUMAN RESOURCES AND EMPLOYEE SERVICES.

THE UNIVERSITY OF TEXAS MEDICAL BRANCH AT GALVESTON IS AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION UNIVERSITY