### Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Associate Director of Development</th>
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<tbody>
<tr>
<td>Department</td>
<td>WVU Foundation/ WVU School of Medicine</td>
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<tr>
<td>Reports to</td>
<td>Senior Director of Development, School of Medicine</td>
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<tr>
<td>FLSA Status</td>
<td>Exempt</td>
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#### Job Summary

This position has the primary objective of developing long-term philanthropic relationships with donors and prospects, with the ultimate goal of soliciting individuals and (some) corporations for major gifts ($50,000+). Manages a pool of individual and (some) corporate prospects. As a key member of the WVU School of Medicine development staff, this position assists with the WVU Foundation's efforts to develop significant growth from major gifts. In consultation with the Associate Vice President and WVU Foundation Leadership, provides personalized relationship development, solicitation, and stewardship with assigned donors. Quantifiable performance expectations are part of annual performance reviews.

#### Duties and responsibilities

- Responsible for the discovery, cultivation, solicitation and follow-up of charitable gifts and support from alumni, grateful patients, and potential major gift prospects with capacity ranging from $50,000 to $1M.

- Lead a comprehensive strategy to identify, cultivate, and solicit major gifts for support across all departments and areas of the WVU School of Medicine.

- Attend and support special school and donor events to cultivate current and potential donors.

- Maintain effective communication and good rapport with development office staff, School and Foundation leadership, School departments and areas, volunteers, and (potential) corporations.

- Work closely with colleagues in the WVU Foundation and across the University to coordinate solicitations and other activities on behalf of the WVU School of Medicine.

- Maintain and update contact information and fundraising records (in database) regarding donor relationships.

- Act as a liaison between the School, development office staff, volunteers, and prospect/donor constituents.

- Performs other duties as assigned.
Qualifications

- Bachelor's degree is required.
- 3-5 years of fundraising experience; non-profit setting preferred
- Experience in a health care setting preferred; experience in an academic medical center desired.
- A track record of securing major gifts from identification and cultivation, through successful solicitation preferred. Knowledge of CRM donor tracking software preferred.

Working conditions

Occasional air and automobile travel is required.

Physical requirements

The Employee must occasionally lift and/or move up to 20 pounds. While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required to perform this job include close vision.

Direct reports

May periodically supervise interns and volunteers.

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<td>Reviewed:</td>
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Employee Signature and Date: