



Director, Development Operations

Eastern Virginia Medical School (EVMS) in Norfolk, VA is an academic health center dedicated to achieving excellence in medical and health professions education, research and patient care. We strive to improve the health of our community and to be recognized as a national center of intellectual and clinical strength in medicine. As one of the nation's only academic medical centers founded and funded by its local community, EVMS serves as an integral community partner to industry organizations, academic institutions, health-care entities and area municipalities, while also being a primary economic driver and health-care workforce developer for the Hampton Roads region. For more than 40 years, EVMS has translated research and discovery into better patient care, and served as a catalyst for the region's medical renaissance. Today, along with educating physicians, we offer health professions programs designed to meet emerging health-care needs, as well as the demands of an ever-expanding health-care job market that affect lives around the block—and around the world.

The Opportunity

EVMS seeks a highly energetic professional to join an award winning development team in the role of Director of Development Operations. Recognized as the area's Outstanding Nonprofit Organization in 2014 by the Association of Fundraising Professionals Hampton Roads Chapter National Philanthropy Day event, EVMS has developed creative, resourceful and inspired campaigns, initiatives, projects and techniques that have grown and increased our fundraising infrastructure, program and results.

The Director of Development Operations serves as the chief information officer for EVMS Development, as a senior member of the Development team, is an active participant in making strategic decisions affecting fundraising and engagement, and reports to the Senior Associate Vice President for Development and Alumni Relations. The Director will provide leadership to the key administrative functions, including information systems, database management, data analytics, report production, prospect research and development, and gift entry. In concert with the Senior Associate Vice President, the Director is responsible for bringing industry standards, strategies, and vision to Development Operations and for providing direction on how technology supports and propels Development and Alumni Relations. The Director holds ultimate responsibility for the development, accuracy, and comprehensiveness of the fundraising and alumni tracking database (Raiser's Edge), prospect development tools and systems, Advancement Services processes and procedures, and policies and procedures for office management within Development and Alumni Relations.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Candidates must have a bachelor's degree and 8 years successful experience in a prospect research and/or advancement services environment is required. The successful candidate will have:

- Experience in Development is required; a background in non-profit or higher education administration may be applicable
- Proficiency in internet-based research is essential
- Experience with information resources and publications is required, including fundraising databases (Raiser's Edge a plus), on-line services (Lexis Nexis for Development Professionals desired), and wealth-screening/predictive modeling (Blackbaud Analytics a plus)
- Familiarity with CASE and IRS philanthropic giving guidelines is required

- Proficiency in creating reports (in Excel, Access, or Crystal reports a plus) for a variety of Development staff and Administration needs is required
- Proficiency in data analysis techniques and ability to synthesize data with policy/procedure improvement is necessary
- Performs other related duties as assigned

Skills

- Ability to supervise and train others
- Excellent attention to detail
- Exceptional communication; writing and editing abilities
- Strong research and problem-solving skills, including ability to problem-solve in conjunction with other areas of Development
- Proficiency in locating and synthesizing material from multiple sources
- Ability to interpret, analyze, and summarize complex biographical, business, and financial data
- High degree of organization and initiative
- Ability to handle deadlines and changing priorities with good judgment
- Complete respect for confidentiality
- Strong team player
- Ability to communicate with all levels of organization
- Sense of humor

Full details about the position, requirements, and applying for this position can be found by searching for Director of Development Operations at this link: www.evms.edu/careers

EVMS is an Equal Opportunity/Affirmative Action Employer of Minorities, Females, Individuals with Disabilities, Protected Veterans, and Drug and Tobacco Free workplace.