



Assistant 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 Assistant 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 Assistant Director of Development Operations is an integral member of the Development Operations team and the EVMS Development office. The Assistant Director will assist in the implementation of a comprehensive development operations plan in accordance with the Development Office's strategic fundraising goals. Responsibilities include planning, directing, and evaluating development operations programming, project management and execution, reporting and prospect research; implementing a new prospect management tool, customer service, personal interaction; as well as other responsibilities as outlined below. Pro-active, creative, thoughtful, collaborative, and well-organized, The Assistant Director of Development Operations will be able to juggle multiple projects simultaneously while also meeting project completion deadlines.

EDUCATION AND EXPERIENCE REQUIREMENTS:

Bachelor's degree. Three (3) years' experience in fundraising, prospect research or related field including at least two years or more of supervisory experience. Proven ability to work in complex organizations and demonstrate collaborative and adaptive concepts to overcome obstacles and roadblocks. Understand how process and data entry impacts data management and results. Ability to understand database structure and implement product solutions to improve and enhance data outputs. High degree of organization and initiative is required with ability to respect confidentiality as needed.

Full details about the position, requirements, and applying for this position can be found by searching for Assistant 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.