



## **POSITION INFORMATION**

Title: Associate Director of Development & Alumni Engagement, John A. Burns School of Medicine

Division: Development

Full-Time, Exempt Status

## **POSITION SUMMARY**

The Associate Director of Development & Alumni Engagement, John A. Burns School of Medicine (Associate Director) is a key member of the UH Mānoa Development Team, primarily focused on developing and engaging alumni of the John A. Burns School of Medicine (JABSOM) through communication, enhanced networking, and annual, class, or reunion giving programs in order to increase engagement, enhance JABSOM's reputation and ranking, and develop a culture of philanthropic support.

The Associate Director will also identify, engage and solicit prospective donors for major gifts that support the vision of the Dean of the School of Medicine. The Associate Director will close gifts and steward donors so that positive and mutually beneficial relationships continue.

## **REPORTS TO**

Director of Development, John A. Burns School of Medicine

## **SUPERVISES**

Alumni Engagement Coordinator

## **ESSENTIAL FUNCTIONS**

Specific responsibilities and performance expectations include:

### *Alumni Engagement & Internal Giving - 25% of time*

- Primary responsibility for managing JABSOM's Alumni Engagement program and its associated activities.
- Oversee faculty and alumni annual giving programs, including class or reunion giving, in coordination with the University of Hawaii Foundation (UHF) annual giving and calling center programs.

- Serves as the primary liaison to the JABSOM Alumni Association Board.
- Liaise with the Director, UHF Director of Communications, and JABSOM Director of Communications to suggest potential content for alumni publications,
- Will leverage and liaise with UHF Director of Communications, and JABSOM Director of Communications to develop better online communication tools and online content for JABSOM alumni.
- Develop and support events for JABSOM alumni.
- Help update and maintain JABSOM alumni records and liaise closely with UHF Data and Technology Services as well as the JABSOM's Office of Student Affairs.
- Assist with additional alumni engagement functions as assigned.

*Development - 75% of time*

- Build and actively manage a portfolio of 30 – 40 major gift prospects including those identified by the Associate Director and those assigned by the Director of Development, and the Dean of JABSOM.
- Identify, cultivate and solicit prospective donors for major gifts of \$25,000 and above. The Associate Director is expected to make appointments for personal visits with major gift prospects that ultimately lead to gift solicitations.
- Annual and campaign goals are set by the University of Hawai'i Foundation (UHF) in coordination with University of Hawai'i Mānoa. These include goals related to number of new prospects, number of visits, number of solicitations, and gifts raised.
- Participate actively and consistently in the UHF Prospect Management Process: file timely (monthly) prospect clearance requests for cultivation and solicitation; provide monthly schedules of prospect appointment; file timely (monthly) contact reports on prospects; communicate with all team members on each assigned prospect; develop written strategies and adhere to scheduled strategy for the cultivation and closing of major gifts.
- Develop a clear understanding of JABSOM, its strengths and philanthropic opportunities; develop cooperative working relationships with faculty, staff, and administrators.
- Steward current and past donors to the programs of JABSOM, to assure ongoing involvement and increased giving.
- Work as a positive and productive member of the UHF Development Division, and the UH Mānoa Development Team for the benefit of the total University.

- Work closely with constituents to ensure effective coordination of effort with their programs and activities in creating and implementing major gift prospect strategies.
- Support the Friends of the Medical School and Friends of the Imi Ho'ola Program.
- Assist with additional development functions as assigned.

## **EVALUATION**

The Associate Director will meet annually with his/her supervisor to put in place a plan for the year. This plan will include numeric goals for each of the basic responsibility categories, as well as program and professional development goals. At the end of each year, the Associate Director and his/her supervisor will review progress toward the annual goals.

## **QUALIFICATIONS**

Minimum of two years of fundraising or other relevant experience, preferably an alumni, development, educational or membership organization, with proven success in developing major gift strategies, soliciting and closing gifts and developing recommendations for stimulating interest in the organization's program.

- Ability to communicate clearly and eloquently in written and spoken form;
- Ability to inspire and manage volunteers and colleagues;
- Ability to work with a diverse community;
- Ability to manage competing projects;
- Ability to meet deadlines and maintain self-motivation;
- Ability to manage and manipulate databases;
- Proficient in Word, Excel, Outlook;
- Bachelor's degree preferred;
- Experience in higher education a plus;
- Strong demonstrated interest and experience in health sciences a plus; and
- Ability to work effectively in a large complex, dynamic organization balancing competing priorities.
- Willing to exemplify and live the values of the UH Foundation (accountability, excellence, integrity, service, teamwork, and trust).

## **WORKING CONDITIONS**

Based at the University of Hawai'i at Mānoa's Kaka'ako Health Sciences Campus. The Associate Director must have a valid driver's license and acceptable driving record. The Associate Director will need to work some weekends and evenings and able to work to the demands of the position, which may exceed a 40 hour work week. Must be able and willing to travel interisland and nationally upon request.

## **To Apply**

Applicants should submit a letter of interest that provides evidence of the qualifications, a resume, and the names, addresses and telephone numbers of at least three professional references to: University of Hawai'i Foundation, Human Resources Department, P.O. Box 11270, Honolulu, HI 96828-0270. FAX: (808) 956-9786. Email: [humanresources@uhfoundation.org](mailto:humanresources@uhfoundation.org). Deadline: Open until filled.

## **The University of Hawaii and the University of Hawaii Foundation**

The primary purpose of the University of Hawaii's 10-campus system is to provide an environment in which faculty and students can discover, examine critically, preserve, and transmit the knowledge, wisdom, and values that will help ensure the survival of the present and future generations with improvement in the quality of life.

The University of Hawaii Foundation, a nonprofit organization, raises private funds to support the University of Hawaii System. Our mission is to unite our donors' passions with the University of Hawaii's aspirations to benefit the people of Hawaii and beyond. We do this by raising private philanthropic support, managing private investments and nurturing donor and alumni relationships. Please visit [www.uhfoundation.org](http://www.uhfoundation.org).