



POSITION INFORMATION

Title: Director of Development, John A. Burns School of Medicine

Division: Development

Status: Full-Time, Exempt Status

POSITION SUMMARY

The Director of Development, John A. Burns School of Medicine (Director) is a key member of the UH Mānoa Development Team, primarily focused on identifying, engaging and soliciting prospective donors for major and leadership gifts that support the vision of the Dean of the John A. Burns School of Medicine (JABSOM). The Director will close gifts and steward donors so that positive and mutually beneficial relationships continue.

REPORTS TO

Vice President for Development

SUPERVISES

- Associate Director of Development & Alumni Engagement, John A. Burns School of Medicine
- Administrative Assistant, John A. Burns School of Medicine
- Other future UHF employee(s) under the John A. Burns School of Medicine

ESSENTIAL FUNCTIONS

Specific responsibilities and performance expectations include:

- Build and actively manage a portfolio of 100 major and leadership gift prospects, including those identified by the Director and those assigned by the Vice President for Development and the Dean of JABSOM.
- Identify, cultivate and solicit prospective donors for major gifts of \$25,000 and above. The 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 and leadership 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 and leadership gift prospect strategies.
- Collaborate with the UH Cancer Center fundraising professional on prospective donor events and efforts when strategic.
- Be a leader, mentor and role-model for supervisees, specifically, providing effective and clear guidance and assistance with daily tasks, assigned projects, prospect strategies and best practices for partnering with academic constituencies, alumni and volunteers.
- Assist with additional development functions as assigned.

EVALUATION

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

QUALIFICATIONS

Minimum of five years of progressively responsible experience in a non-profit setting, preferably an alumni, development, educational or membership organization, with proven success in developing major and/or leadership 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 is required;
- Experience in higher education 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 Manoa's Kaka'ako Health Sciences Campus. The Director must have a valid driver's license and acceptable driving record. The 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. 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.

