



Director of Development, College of Medicine
University of Tennessee, Health Science Center – Memphis, TN
The University of Tennessee Foundation, Inc.

The University of Tennessee Foundation, Inc (UTFI) invites applications and nominations to fill the position of **Director of Development, College of Medicine** at the University of Tennessee Health Science Center (UTHSC) in Memphis, TN.

Reporting to the Executive Director of Development and in coordination with faculty leaders, the Director of Development will develop fundraising strategies to enhance relationships and advance the college's philanthropic priorities. Significant focus will be given to growing fundraising for scholarships, engagement for the College's Department of Medicine, as well as other key programs, and increasing grateful patient philanthropy opportunities.

In collaboration with the Executive Director, this position will develop a portfolio of new and current major giving prospects that align with priority areas and needs. The individual will build relationships through meaningful visits and discovery calls with current or potential donors, while identifying, cultivating, and stewarding donors and securing gifts for college initiatives. Additional responsibilities include building partnerships with faculty, engaging grateful patients, marketing strategies, professional writing, planning, developing correspondence, strategic communications and presentations, reporting, and other fundraising initiatives.

The ideal candidate will establish and maintain strong and effective relationships with UTHSC's major internal and external constituencies which include the Chancellor and his leadership team; the Executive Dean, Department Chairs, faculty, alumni, and community advocates of the College of Medicine; and members of related academic, administrative, research, and clinical programs including volunteers and alumni.

The range for this role will be mid to high \$80Ks and can increase based on experience. For more information about the role, we invite you to review our detailed [prospectus](#).

Required Education and Experience

The candidate who fills the Director of Development, College of Medicine position is required to have:

- Bachelor's degree
- 5+ years of experience in fundraising, sales, advancement, or marketing/communications
- Proven track record of demonstrated professional achievement
- A high level of motivation, initiative, flexibility, and creativity with ability to focus and prioritize building relationships & soliciting gifts
- Ability and willingness to travel

A valid driver's license with an acceptable driving record is required due to travel responsibilities of the position. UTFI reserves the right to consider all appropriate circumstances. In general, any significant



driving offense less than 12 months old will eliminate the application from consideration for the position.

Note - Candidates holding a graduate degree must have at least 3 years of experience.

Preferred Education and Experience

In addition to meeting the required qualifications, the preferred candidate will have:

- Capacity to perform in an intellectually rigorous and complex environment
- Ability to work well in a team-oriented and social environment
- Strong communication skills to maintain effective interaction with important constituencies
- Salesforce experience

Application Process: Applications must include a completed candidate profile, cover letter, resume, and contact information for three professional references. References will not be contacted without explicit permission of the candidate.

NOTE – When determining minimum qualifications, only information entered into the candidate profile can be considered. Please ensure your candidate profile is completed in its entirety as it relates to qualifying education/work experience.

Questions about the search may be directed to hr@utfi.org.

Benefits: Recognized as a Top Employer by *Knoxville Top Workplaces* in 2022 and 2023, the Foundation's greatest asset is our team. Foundation employees are eligible for a comprehensive suite of benefits that includes:

- Generous [paid leave](#), accruing up to 24 days of vacation and 12 days of sick leave annually, plus 14 paid holidays and administrative closing days
- Flexible work arrangements, offering a hybrid schedule to most team members
- Education [benefits](#) for employees and their dependents at UT System campuses
- [Retirement](#) and deferred compensation plans, including 401(k), 403(b), etc.
- Comprehensive medical, dental, and vision [insurance](#) plans
- Employee [discounts](#) to attractions, services, and goods

The Foundation: The University of Tennessee Foundation, Inc. is a not-for-profit 501(c)3 organization that serves as the preferred channel for private contributions benefiting students and faculty within the UT System. With a vision of being one of the top-performing advancement organizations in higher education, UTFI is committed to enhancing the educational landscape across the University of Tennessee campuses.

The University of Tennessee Health Science Center (UTHSC) trains the next generation of health care providers for Tennessee, cares for the people from one end of the state to the other and researches the cures for the diseases that most affect all who call Tennessee home. Founded in 1911, the main UTHSC



campus is located in Memphis and includes six colleges: Dentistry, Graduate Health Sciences, Health Professions, Medicine, Nursing and Pharmacy. UTHSC also educates and trains cohorts of medicine, pharmacy and/or health professions students — in addition to medical residents and fellows — at its major sites in Knoxville, Chattanooga and Nashville.

The UT System: The University of Tennessee System is comprised of campuses at Knoxville, Chattanooga, Pulaski, Martin and the Health Science Center at Memphis; the Institute of Agriculture; and the Institute for Public Service.

The University of Tennessee Foundation, Inc. is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, genetic information, veteran status, and parental status, or any other characteristic protected by federal or state law.