



**University of Tennessee Foundation  
University of Tennessee Health Science Center  
Advancement Assistant, College of Medicine**

The University of Tennessee Foundation, Inc. (UTFI) is seeking an Advancement Assistant at the University of Tennessee Health Science Center (UTHSC) College of Medicine in Memphis, Tennessee. Under the supervision of the Senior Director of Development for the College of Medicine, the ideal candidate will be successful at collaborating, communicating and helping to build strong and effective relationships with UTHSC's external and internal constituencies, which include alumni, faculty, community advocates, development officers, alumni affairs staff, the Executive Dean and department chairs.

Responsibilities will include:

- Communicating regularly with donors, volunteers, alumni, faculty and staff to assist development officers with cultivation and stewardship
- Drafting and preparing thank you notes and letters to donors, including personalized acknowledgement pieces on behalf of the Dean of the College and development officers
- Compiling impact reports for College gift accounts and creating stewardship collateral in coordination with development officers and donor relations colleagues
- Making thank you calls and coordinating other communication to donors, alumni and volunteers
- Contributing to and implementing innovative and impactful ways to recognize donors
- Editing and sending thank you videos and emails via ThankView and other platforms
- Aiding with small events, luncheons and meetings with donors, alumni, faculty and students
- Collecting interesting stories and alumni accomplishments and aiding in the creation of communication pieces and stories for college and departmental publications
- Providing administrative support to Senior Director of Development and Directors of Development for daily operations, travel planning, expense processing and scheduling
- Assisting with supply orders, reimbursements, vendor communication and mailings
- Compiling reports on current or prospective donors using ANDI advancement database
- Assisting with planning and execution of larger donor events, reunions and meetings

**Qualifications:** This position requires an associate's degree in a relatable field; a bachelor's degree or higher is preferred. A minimum of five years of experience in development, advancement, non-profit, alumni affairs, administrative roles or a related field such as communications or marketing is required with an associate's degree. A bachelor's degree with 2 or more years of experience is acceptable. Experience supporting events and meetings is preferred as well as communications work including drafting correspondence, editing and layout of communication publications.

**Skills:** The preferred candidate must have excellent oral and written communication skills, be team-oriented and collaborative and demonstrate strong organizational and analytical skills. The successful candidate must possess the ability to build and maintain strong cross-functional relationships and should be innovative, strategic and detail-oriented. Knowledge of technology, willingness to learn new programs, adaptivity and ability to organize and prioritize multiple projects are also important.

Ability to work occasional nights and weekends is required.



**To be considered for candidacy, please include a cover letter and resume in addition to the online application profile.**

In order to apply to this position, please use the link, <https://hr.tennessee.edu/jobs/>, and use keyword 200000015L to search.

*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 and will not be discriminated against on the basis of race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or protected veteran status.*

*The University of Tennessee Foundation, Inc. will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the University of Tennessee Foundation's legal duty to furnish information.*