

## Director of Development

The Southern College of Optometry, a leading optometric educational institution based in Memphis, Tennessee, is currently seeking a Director of Development.

### JOB SUMMARY

Reporting to the Vice President for Institutional Advancement (VPIA), the director leads the College's major gift fundraising efforts by managing a robust portfolio of donors and prospects, cultivating relationships to secure gifts between \$10,000 and \$250,000. This position also oversees planned giving strategies, collaborates with external partners, and ensures the effective implementation of best practices in advancement to achieve the institution's philanthropic goals.

### ESSENTIAL JOB FUNCTIONS

#### *Major Giving*

- Works closely with the VPIA in identifying fundraising priorities and assumes a leadership role in the College's *Greater Vision* Capital Campaign.
- Establishes and implements short and long-range goals and objectives based on best practices in advancement.
- Develops and executes effective fundraising strategies to include identification, qualification, cultivation, and solicitation efforts reflective of a comprehensive advancement approach.
- Responsible for securing major gifts aimed at meeting the strategic goals of the College through the *Greater Vision* Capital Campaign.
- Manages a portfolio of 120 donors and prospects believed to have capacity to contribute at the \$10,000+ level. Expectation of raising a minimum of \$300,000 annually.
- Engages 100 donors and prospects annually through personal visits (in person or virtual) which result in strategic "moves" toward closure of major gifts (\$10,000+)
- Prepares and presents proposals and pledge agreements to donors and/or prospects.

#### *Planned Giving*

- Develop a comprehensive program that will enhance the number of planned giving leads and commitments to the college.
- Secure gifts of estates, trusts, life insurance, wills, and bequests.
- Remain current in laws and regulations governing planned gifts.

#### *Administrative Leadership*

- Represents the College at various educational, professional, and civic functions as necessary.
- Keep track of best practices in higher education fundraising and incorporate those practices into our approach.
- Performs other duties as assigned.

Employee may be required to work unusual hours to support Institutional Advancement programs. Because of the nature of the tasks required for successful accomplishment of department goals, the work schedule is flexible. Travel required upon assignment. Availability for weekday, weekend, and out-of-town travel. Availability for evening hours as necessary.

## **REQUIRED EDUCATION AND EXPERIENCE**

**Education:** Bachelor's degree or equivalent of training and experience.

**Experience:** Five years of progressively relevant experience in development. Experience in higher education fund-raising and familiarity with Raiser's Edge/NXT software or related fundraising databases are preferred.

**Special Skills/Certifications:** CFRE designation preferred.

**HIRING RANGE:** \$80,000-\$95,000

## **BENEFITS**

Generous employee benefits package includes health, dental, life, and both short and long-term disability insurance; 10% 403(b) retirement contributions after one year of service without the requirement to match; generous paid time off in addition to 18 academic year holidays; potential federal loan forgiveness benefit working for a non-profit entity; additional financial support for advanced degrees; continuing education budget; relocation assistance, trailing-spouse support and more.

*SCO does not discriminate on any basis within our educational programs or in our employment practices. Our success as an academic institution requires an ongoing commitment to fostering an accepting and inclusive campus atmosphere because we recognize that each individual deserves to feel included and respected.*

Interested applicants should apply at [www.sco.edu/career-opportunities](http://www.sco.edu/career-opportunities). Applications will be accepted until the position is filled.