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

The University of Tennessee Foundation, Inc. (UTFI) is seeking a Senior 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
* Providing administrative support to Senior Director of Development and Directors of Development for daily operations, travel planning, expense processing and scheduling
* Writing and preparing thank you notes and letters to donors, including personalized acknowledgement pieces on behalf of the Dean of the College and development officers
* Assisting with supply orders, reimbursements, vendor communication and mailings
* 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
* Creating 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
* Compiling interesting stories and alumni accomplishments and aiding in the creation of communication pieces and stories for college and departmental publications
* Compiling reports on current or prospective donors using ANDI advancement database
* Assisting with planning and execution of larger donor events, reunions and meetings

Located in Memphis, Tennessee, University of Tennessee Health Science Center serves thousands of patients across Tennessee every day, with nearly 3,000 students enrolled at major campuses in Memphis, Knoxville, Chattanooga and Nashville, plus 1,200 medical resident and fellows in training. The UT Foundation Advancement manages all alumni, development, and philanthropic endeavors of the University of Tennessee and its Health Science Center campus in support of academics, research, clinical care and public service.

**Qualifications:** This position requires an associate’s degree in a relatable field; a bachelor’s degree or higher is preferred. A minimum of two years of experience in development, advancement, non-profit, alumni affairs, administrative roles or a related field such as communications or marketing is required.

**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, and ability to organize and prioritize multiple projects are also important. The ideal candidate will be highly supportive of and committed to diversity, equity, and inclusion.

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. Applicants should complete the on-line profile in entirety to demonstrate the minimal education and experience required for this position. Incomplete profile information as it relates to the requirements listed will eliminate candidacy for this opportunity.

In order to apply to this position, please use the link, <https://hr.tennessee.edu/jobs/>, and use keyword 21000001DZ 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.*