



Position Announcement

Position Title: **Director of Philanthropy**
Department: **University Advancement**
Reports To: **Senior Director of Philanthropy**

University of Memphis Advancement

The University of Memphis is committed to harnessing opportunities through a focused and strategic approach to university advancement. Our goal is to strengthen our philanthropic efforts and enhance engagement with our alumni, donors, and community stakeholders to foster a culture of giving that supports our mission, vision, and values.

As a cornerstone of the Memphis community and a leading institution in higher education, the University of Memphis recognizes the vital role of philanthropy in shaping the future of our academic programs, research initiatives, and student support services. By building robust partnerships and fostering meaningful relationships, we aim to create an environment where generosity flourishes and where every gift has a lasting impact on the lives of our students and the communities we serve.

Vision

To become a nationally recognized, forward-thinking Advancement organization dedicated to fostering engagement and philanthropic partnerships that align with and support the University's goals

Mission

The Advancement team cultivates meaningful connections and investment opportunities for the community, alumni, friends and students and enhances support for the University of Memphis.

Our Values are the traits and qualities that represent University Advancement's driving forces: **Integrity, Collaboration, Accountability, Respect, and Excellent Communication.**

With a new leadership team for University of Memphis Advancement, we are thoughtfully building a culture where colleagues can thrive and find purpose in their work. We invite you to join our growing team and support the work we are doing to create a successful outcome for every student.

Position Summary

The Director of Philanthropy is a frontline fundraising professional who plays a key role in advancing the university's fundraising efforts by independently managing a portfolio of individual donors and prospects, while also collaborating within a team-oriented environment. This position provides the unique opportunity to contribute to one of two focused fundraising teams: the STEAM Team, which supports colleges and units within Science, Technology, Engineering, Art, and Math, and the Business and Law Team, which drives philanthropic efforts for the colleges focused on Business and Law.

In this role, the Philanthropy Director will independently develop personalized donor engagement and solicitation strategies, cultivating long-term relationships that align donor passions with institutional and team-based priorities. The director will work closely with academic leaders and the advancement team to create compelling proposals and solicit major gifts of \$50,000 and above. Additionally, the officer will collaborate with cross-functional partners, including planned giving and principal gifts teams, to ensure a seamless donor experience across these key areas.

This role offers a balance of autonomous decision-making, critical thinking, and collaboration, while providing the opportunity to engage with diverse stakeholders. Regular travel (40% of the week), including occasional evening and weekend events, is required to foster donor relationships and achieve fundraising goals.

Minimum Qualifications

- Bachelor's degree in a relevant area and three (3) years of fundraising or related experience, preferably in higher education or a complex nonprofit organization.
- This position may be hiring for a Director of Philanthropy I and/or II:

Director of Philanthropy I: 1-5 years of fundraising experience.

Director of Philanthropy II: 5-7 years of fundraising experience.

Applicants must be authorized to work in the U.S. We are unable to sponsor or take over sponsorship of an employment visa at this time.

Duties and Responsibilities

Portfolio Management and Donor Engagement

- Manage a portfolio of individual donors and prospects, developing personalized strategies to cultivate relationships and inspire major gift commitments.
- Create and implement engagement and fundraising plans that align donor interests with university and team-based initiatives.
- Conduct regular in-person or virtual donor visits, cultivation activities, and stewardship interactions to strengthen relationships.
- Deliver exceptional donor experiences focused on joyful, mission-aligned giving.
- Travel 40% of work time (including overnight travel) and attend evening/weekend donor events as needed. (This ends up being 8 days a month.)
- Consistently meet or exceed annual performance goals, which may include: substantial face-to-face visits, qualification visits, solicitation proposals submitted, gifts booked and closed and total fundraising dollars raised.

Donor Qualification and Solicitation

- Identifies and qualifies new individual prospects through discovery visits and outreach.
- Assesses philanthropic capacity and interest; move qualified individuals into the major gift portfolio.
- Develops and presents compelling gift proposals; solicit major gifts in support of university-wide initiatives.
- Collaborates with university leadership and advancement colleagues to prepare for solicitations and secure commitments.

Team Collaboration and Cross-Functional Partnerships

- Collaborates within the philanthropy team to share insights, align strategies, and support a unified approach to donor engagement.
- Builds and maintains productive partnerships with deans, faculty, and administrative leaders to ensure fundraising strategies reflect academic priorities and institutional goals.
- Partners with the Director of Planned Giving to identify and pursue opportunities for blended and planned gifts; assist in crafting and delivering planned gift proposals as appropriate.
- Works closely with the Senior Director of Principal Gifts to contribute to principal gift strategy, including the cultivation and solicitation of gifts of \$1,000,000 and above.
- Coordinates with the Engagement Team including annual giving, donor success, and alumni relations to ensure donors experience a seamless, high-quality engagement journey across all advancement efforts.
- Participates in regular team meetings, cross-unit planning sessions, and collaborative initiatives that support shared performance goals.
- Proactively models and activates advancement's core values - Integrity, Collaboration, Accountability, Respect, and Excellent Communication- in daily interactions and team culture.

Operational Effectiveness and Data Integrity

- Embraces and consistently utilizes advancement systems and technology platforms to maximize efficiency, support strategic planning, and promote transparent communication.
- Maintains accurate, complete, and timely documentation of all donor interactions, strategies, and outcomes in the university's CRM/database.
- Prepares and completes fund agreements and financial commitment documentation with accuracy and in accordance with institutional policies and timelines.
- Collaborates closely with Advancement Records and Gifts to ensure all gifts, pledges, and donor records are properly documented and maintained.
- Assists with finalizing gift processing, including resolving suspense fund issues and following up on outstanding pledges.
- Implements policies and procedures with fidelity, contributing to a culture of accountability and operational excellence.
- Actively participates in performance management and goal-setting processes, including contributing to Personal Success Plans and annual work plans.

Other duties as assigned

- Perform additional responsibilities as needed to support the goals of the advancement team and the university, including participation in special projects, events, and initiatives that contribute to the success of the department.

More information and application information here: <https://workforum.memphis.edu/postings/44690>

Posting closes 7/24/2025

Hiring Range: \$78,000 - \$92,000 per year