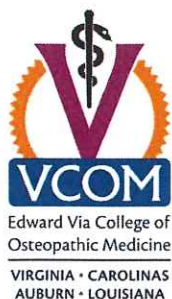


Position Description



Job Title: Director for Development and Alumni Affairs – VCOM-Louisiana Campus	
Department: Development/Alumni Relations	Date: July 2024
FLSA: Exempt	Work Location: Louisiana
Employee Category: Administrative Staff	Work Schedule: M-F, 8:00am – 5:00pm
Reports to: Vice President for Development and Alumni Relations	Percent Employment: 100%
Direct Reports: Alumni and Development Department Coordinator – Louisiana Campus and for LOMA activities on the Louisiana Campus	

I. Job Summary:

The Director for Development and Alumni Relations – VCOM-Louisiana is charged with developing and implementing a strategic advancement program that integrates fundraising, alumni relations and stewardship. The Director will solicit philanthropic gifts from alumni, friends, corporations and foundations, which align with the overall College's strategic priorities, and is responsible for developing a strategic plan for alumni relations for the VCOM-Louisiana campus. This highly motivated professional will be involved with the planning and implementation of major gift and annual fundraising efforts in support of current operations, endowment, capital, and other priorities from private sources. They will fulfill the duties under the direction of the Vice President for College Development and Alumni Affairs and in close cooperation with overall leadership of the College's central Development and Alumni Office.

The nature of this role is highly externally focused, requiring some travel and meetings on and off campus, during regular and non-traditional business hours, and is therefore expected to operate with high levels of autonomy.

II. Job Duties:

DEVELOPMENT: 85%

- Build and grow the level of private donor support from alumni, friends, corporations, and foundations.
- Provide stewardship and written reports to current major gift donors, corporations, and foundations.
- Solicit gifts through person-to-person visits, group presentations, and phone calls.
- Develop and submit written gift proposals directed to individuals, foundations, and corporations. The expected number of major gift proposals will be evaluated on an annual basis.
- Develop and manage a portfolio of major gift prospects for the purpose of qualification, cultivation, solicitation, and stewardship. The candidate should develop a portfolio of major gift prospects and focus on obtaining gifts of \$25,000 and above. The number of major gift prospects in the portfolio will be reviewed and updated annually.
- Meet with prospective donors and supporters on a continual basis and align the donor's interest

- with the strategic priorities of VCOM.
- Prepare written informational materials, endowment agreements, gift illustrations, and other materials needed to secure major gifts.
 - Provide timely written acknowledgments and receipts to donors on the VCOM-Louisiana campus.
 - With consultation from the President, Dean, and Vice President, manage the ULM football suite to capitalize on cultivation and stewardship opportunities with both donors and leadership at key clinical sites.
 - Develop and provide a strategic plan for alumni relations.
 - Ensure the College complies with donors' wishes using funds in the manner designated when the gifts are made.
 - When appropriate, as in the case of grants, work with faculty to provide additional progress reports about specific projects and their impact on students.
 - Serve as a liaison with outside community organizations as directed by the Vice President for Development and Alumni Relations, Dean, or President.
 - Attend state, regional, and national conferences. Work closely with the College-wide Alumni and Development team to exhibit and interact with possible donors and alumni and help recruit preceptors.

ADVANCEMENT SERVICES AND ADMINISTRATIVE MANAGEMENT: 15%

- Maintain and update information in the Raiser's Edge/Blackbaud alumni and development database.
- Facilitate communication and promote the reputation of VCOM and alumni engagement by working with the Vice President for Communications, Marketing, Website and Publications.
- Help develop and monitor the VCOM-Louisiana Development and Alumni Relations annual program operating budget.

PERFORM OTHER DUTIES AS ASSIGNED

III. Required Qualifications:

- Education: Bachelor's degree, Master's preferred
- Minimum of three years of demonstrated successful fundraising or sales experience with an emphasis on building a portfolio of donors or clients and closing gifts or completing a sales cycle.
- Demonstrated record of successful major gift solicitation and experience designing and executing donor identification, cultivation, solicitation, and stewardship strategies.
- Ability to prioritize and organize complex projects.
- Experience calling, conducting face-to-face appointments, managing relationships, and creating and presenting proposals.
- A valid motor vehicle operator's license with an acceptable driving record.
- Must be able and willing to work some weekends, evenings, and travel.
- Commitment to College values.

- High level of computer proficiency, including but not limited to Microsoft Outlook, Word, Excel, Access and use of email.

Successful candidate will be subject to a criminal history background check.

Regular, reliable, or predictable attendance is an essential function of the job.

IV. Working Conditions and Efforts:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires a rapid pace, some days with long hours to meet expectations, long distance driving to rural sites or urban event locations and the ability to organize, interpret and utilize a large volume of information.

Physical demands: While performing the duties of this job, the employee is required to ambulate (may be with use of assisted devices); sit, stand (or accommodate for standing); use hands and vision for teaching; use office equipment such as computers; speak to large and small groups of individuals for teaching; perform moderate telephone and poly-com communication/usage; occasionally be required to lift and/or move up to 50 pounds; drive distances up to five hours or to fly on occasion to other campuses or meetings.

This position is classified as an exempt position because it requires that the candidate/employee exercise independent judgement and discretion regarding matters of significance.

Employment with VCOM is “at-will.” This means employment is for an indefinite period of time, and it is subject to termination by the employee or by VCOM, with or without cause, with or without notice, and at any time. Nothing in this position description or any other policy of VCOM shall be interpreted to be in conflict with or to eliminate or modify in any way, the “at-will” employment status of VCOM employees.

- V. VCOM Core Values:** The employee is expected to adhere to all VCOM policies. As the environment is a professional college, VCOM faculty / staff are expected to dress and behave in a professional manner at work. VCOM faculty / staff are expected as VCOM employees, to be a person who obeys all laws and professional expectations of an upstanding citizen of the community. VCOM expects all employees to maintain a positive attitude in all working relationships with all VCOM departments, employees, medical students, prospective medical students, interns, and residents and to treat all other engaged in the duties of the employment with mutual respect.

I am notified that the College is an equal opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, ethnicity, religion, or disability.


I have been made aware of the College’s most recent campus safety report, the location of the College policies and procedures document, and the appropriate handbook for my position. I recognize my

responsibility to be aware of the policies and procedures, and I am in agreement to follow the policies and procedures as written.

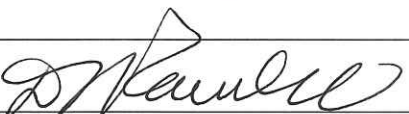
I have read and understand this explanation and job description. I also understand that the job duties and description or the existence of the need for the position may be changed at any time as required by the College where growth of the institution or change in direction for the institution may change the duties of my department or the need for the position.

Employee Signature: _____ Date: _____

Approvals:

Division Officer:  Date: 9-11-2024

Dean: _____ Date: _____

President:  Date: _____