1. **Director of Development** - The Director of Development has overall administrative responsibility for the planning, implementation, and evaluation of fundraising activities for the School of Nursing

   a) **Position Characteristics**
   
   - Directs and coordinates fund raising efforts for the School of Nursing as well as assists in coordination of institution-wide fund raising activities
   - Identifies and cultivates sources of funding.
   - Plans and implements short, medium, and long-range fund raising programs to meet current and future needs
   - Ability to work effectively and cooperatively in a complex organization environment, both as a team member and as a leader.
   - Knowledge of San Antonio philanthropic community

   b) **Functions**
   
   - Identifies, cultivates and solicits donations from individuals, corporations and foundations.
   - Prepares and presents proposals, letters, brochures and other information for donors and prospects
   - Tracks and acknowledges gifts.
   - Manages donor stewardship and recognition
   - Assists nursing faculty in locating private funding sources
   - Coordinates the Donor Recognition and Development pages for the UTHSCSA Nursing magazine and website.
   - Serves as liaison to Nursing Advisory Council; assists with Council activities
   - Serves as Development liaison to the School of Nursing Alumni Association, Central Development Office, External Affairs, and other constituent group

   c) **Qualifications**
   
   - Bachelor’s degree in related field is required; a Master’s degree is preferred
   - Experience in development