

POSITION DESCRIPTIONS

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