

THE KANSAS UNIVERSITY ENDOWMENT ASSOCIATION

Position Opening: **Development Professional*, KU Cancer Center**

Reports To: Assistant Vice President for Medical Development

Position Summary:

**NOTE: This position will be filled at the Development Officer, Associate Development Director or Development Director level commensurate with the successful candidate's experience and qualifications.*

Professional fundraising position responsible for promoting leadership-level annual giving through personal visits and initiatives aimed at identifying, qualifying and soliciting potential donors on behalf of the KU Cancer Center.

The Development Professional will also be responsible for managing a portfolio of gift prospects with an emphasis on qualification visits to determine prospect affinity interest and capacity to support areas of need at the KU Cancer Center. He or she will be soliciting charitable gifts (\$1,000-\$25,000), with the goal of increasing annual support.

The individual in this position is expected to embrace KU Endowment's stated core values—passion for KU, partnership with donors, perpetual support for KU, and a people-centered approach—and demonstrate support for them through professional interactions and activities.

Examples of Duties and Responsibilities:

- Actively engage and manage a portfolio of prospects capable of annual gifts of \$1,000+ derived from data on gift capacity and affinity.
- Conducts personal visits with alumni and friends to qualify prospects and identify donor passions in order to effectively solicit \$1,000+ annual gifts in support of the KU Cancer Center.
- Assists and develops programs to educate potential leadership annual giving donors about giving opportunities at the KU Cancer Center and the role donors play in advancing the mission of the University of Kansas Medical Center. This includes strategizing with the annual giving team about donor acquisition, retention and messaging initiatives from the perspective of an externally focused staff member.
- Position requires a proficiency in a wide range of communication methods to successfully set meetings and provide follow-up with prospective donors. In addition, requires an extensive amount of time out of the office on personal visits to meet development goals.
- Participate in a team environment to determine and coordinate fundraising priorities, plans and activities among KU Endowment, KU Cancer Center and the Health System. In cooperation with the Cancer Center Development team, responsible for developing appropriate qualification, cultivation and solicitation plans for a portfolio of leadership annual gift prospects.
- Develop and implement a robust community partnership plan in coordination with the KU Cancer Center team. Manage a portion of third-party events specifically designed for the benefit of the cancer funding priorities.

- Continuously update the Advance database with information related to donor strategies, contact and results of gift activity. Effectively moves assigned portfolio of prospects appropriately through the development cycle with the ultimate goal of increasing the pool of prospects for KU Endowment.
- Assists with the supervision of the Development Assistant who provides administrative support for the area.
- Performs such other duties as may be assigned from time to time by the Assistant Vice President of Medical Development.

Minimum Qualifications:

Training and Experience

Baccalaureate degree required. One to three years of major gift experience in higher education or with healthcare fundraising in a university-based medical center.

Knowledge, Abilities and Skills

- Ability to develop skills to qualify, cultivate, solicit, and steward prospective donors for both outright and deferred gifts
- Ability to maintain timely and consistent movement of prospects through the development cycle (qualification, cultivation, solicitation, and stewardship)
- Possess active listening skills and the ability to independently initiate, organize, and follow through with individualized development strategies
- Ability to travel and to work evenings and weekends as necessary
- Ability to maintain confidential information
- Must exhibit excellent written, oral, and inter-personal communication skills
- Must be highly organized, able to exercise good judgment, and be a highly motivated self-starter
- Performs such other duties as may be assigned from time to time by executive staff, as prospects and strategies warrant

Questions regarding this vacancy may be addressed to:

Susan Kang
 Director, Development Recruitment
 KU Endowment
 PO Box 928
 Lawrence, KS 66044-0928
 Email: <mailto:skang@kuendowment.org>

Review of applications begins immediately and continues until the position is filled. Because of the sensitive nature of KU Endowment business and the importance of our reputation with donors, KU Endowment conducts a comprehensive review of applicants. By submitting your application, you authorize us to conduct reference checks and a review of available public information. Employment is contingent upon background and reference checks that KU Endowment finds acceptable.