**Senior Director of Development, College of Medicine (COM) at Rockford, University of Illinois**

The [University of Illinois College of Medicine at Rockford](https://rockford.medicine.uic.edu/) is seeking an experienced candidate for a Senior Director of Development. The Senior Director is responsible for planning, directing, and implementing activities and programs to identify, qualify, cultivate, solicit, and steward major and planned gifts from individual donors and prospects at the five-figure level and above. They serve as primary liaison with department heads and other key faculty to identify fundraising priorities and initiatives and to develop a strategy for soliciting funds.

Reporting to the Executive Director of Development based in Chicago, this position will focus on qualifying, cultivating, soliciting, and closing major gifts as well as expanding the College of Medicine Rockford’s major gift prospect pool. S/he will collaborate with the Chicago COM team on major gift strategies and will be able to leverage the Chicago COM team for alumni relations, donor relations, events, and corporate and foundation proposal development. Travel will be required to key regions for donor meetings and University business.

[Rockford](https://www.gorockford.com/?gclid=EAIaIQobChMItP2tz6OZ7gIVZAnnCh0r2gPfEAAYASAAEgIc5fD_BwE) is a progressive, mid-sized metropolitan area in northern Illinois, one hour west of Chicago and one hour south of Madison, Wisconsin. The city has minor league baseball and hockey, numerous golf courses, award-winning park system, three botanical gardens, an art museum, theaters, a revitalizing downtown, and a river walk. Public and several private school systems are available.

The candidate for this position may be based in Rockford, Chicago, or a surrounding city. If in Chicago or a surrounding city, frequent travel to Rockford will be required. This candidate is an integral position within the College of Medicine Advancement team and is part of the College of Medicine at Rockford’s senior fundraising team. They will work closely with the Regional Dean as well as senior leaders.

**Job Responsibilities (Essential Duties)**

* Manage a portfolio of 120-150 donors and prospects by qualifying, researching, cultivating, and soliciting gifts of $25,000 or more from individuals, corporations, and foundations. Complete a minimum of 120 face to face visits annually.
* Plan, develop, and implement strategies to cultivate and solicit annual leadership level gifts of $2,500 to $24,999.
* Prepare professional presentations and funding proposals for donors as required.
* Direct development strategy and activities to ensure alignment with Chief Advancement Officer priorities and initiatives.
* Serve as advancement subject matter expert for Department Heads, Dean, and faculty in developing and implementing strategies to solicit gifts, scholarships, facilities, or endowments to fund the mission of the College.
* Serve as subject matter lead on COM Rockford, including the Rural Medicine and Medical Evaluation Response Initiative Team programs, for the COM Advancement team.
* Coordinate high-level donor meetings with Dean of College of Medicine Rockford and with faculty/senior leadership as needed for cultivation, solicitation, and stewardship of priority donors.
* Work with the Dean, the Assistant Dean of Operations, and the Director of Communications to cultivate and identify alumni for college, university, and community awards and recognition.
* Work and strategize with the Director of Communications to increase donor- and alumni-focused content in college communications vehicles, including but not limited to online and print newsletters, website, and social media platforms.
* Work with Chicago COM data and operations teams to track fundraising to date and keep the Dean and senior leadership updated on progress. Develop and present in-depth research, metrics, and reports on prospect pool, benchmarks, success, and growth.
* Work with Chicago COM Stewardship team to oversee the delivery of timely acknowledgment letters, endowment impact reports, and other stewardship activities for high-level donors.
* Provide insight to the Chicago COM Individual Giving team on content for the College’s mailings and digital campaigns.
* Collaborate with Chicago COM Alumni Relations and Special Events teams to enhance interactions with prospects and donors and increase potential gifts.
* Perform other related duties and participate in special projects as assigned.

**Job Knowledge & Skills, Education, Experience:**

Bachelor’s degree required.

A minimum of five years of fundraising experience, preferably in higher education, with demonstrated ability to solicit five and six figure gifts.

Experience working with board members, key volunteers, and internal leadership in the identification, cultivation and solicitation of prospects.

Strong interpersonal, management, organizational and communication skills. Proficient in using Microsoft Word and Excel, and experience with a fundraising database.

Salary Range: $110,000-120,000.

For fullest consideration, please apply by March 10, 2023 at the UIC Job Board:

<https://uic.csod.com/ux/ats/careersite/1/home/requisition/3276?c=uic>

Please include a cover letter along with a resume.

As an EOE/AA employer, the University of Illinois will not discriminate in its employment practices due to an applicant’s race, color, religion, sex, gender identity, sexual orientation, national origin, and Veteran or disability status. Background checks will be performed in compliance with the Fair Credit Reporting Act. The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=1411899