



Director of Development Job Announcement 2024

Are you someone thinking about making a shift to a higher-level position at a small organization or someone who wants to build a development department in a revitalized organization?

Founded in 1961 as part of the Oregon Medical Association, the Oregon Medical Education Foundation recently became an independent 501(c)3 organization. OMEF supports DO, MD, and PA students in Oregon through a statewide mentoring program, leadership scholarships, and wellness initiatives. With a strategic focus on first-generation medical students and students from communities historically underrepresented in medicine, our goal is to retain excellent medical clinicians in Oregon.

As a thought leader, we regularly collaborate with community partners, academia, and sponsors to address healthcare workforce challenges and ensure that learners have every opportunity to develop the leadership skills, professional networks, and resilience they will need as they build a career in medicine.

The Director of Development will create and execute an annual fund strategy to increase individual and corporate giving. In partnership with professional experts, the DD will develop a planned giving and donor annuity program. We know that no candidate is likely to have experience in all these areas; if you have stewarded a portfolio of donors to increase their giving, we want to talk with you.

OMEF and OMA have a flexible work schedule with all staff in the office one day a week, and work independently the rest of the time. Because our board and donors are typically late-career and retired clinicians, many meetings are outside of traditional work hours. We expect staff to manage their own schedule to be most effective meeting their job responsibilities.

Our ideal candidate has at least three years of development experience and the salary range for this full-time position is \$75,000-90,000.



Director of Development Job Description 2024

Organization	Oregon Medical Education Foundation
Date Posted	Upon Board approval (April 2024)
State	Oregon
Location	Hybrid – Portland, OR
Salary Range	\$75,000-\$90,000 DOE
Start Date	On or before June 1, 2024
To apply	Email, in one pdf, resume and cover letter to carin@theomef.org Use the words “Development Director” in the subject line. Applications without cover letter might not be taken into consideration. Applications will be accepted until the position is filled. Interviews will be scheduled on a rolling basis.
Benefits	Competitive benefit package includes: health insurance, PTO, retirement plan, cell phone stipend, and expense reimbursement.
Reports to	Executive Director

In this role, you will work with the Executive Director and Board to identify, engage, cultivate, solicit, and successfully steward current and prospective donors to expand their financial support of our mission. Your portfolio will include cultivation and stewardship of corporate and foundation partner relationships at or above the \$5,000 level.

Essential Responsibilities and Tasks:

Fundraising and Donor Development – 60%

Fundraising Operations and Administration – 20%

Content & Collateral Development – 20%

- Build, nurture, and steward a pipeline of current and prospective major, planned giving, foundation, and corporate donors.
- Develop OMEF’s Legacy Society, including framework, celebrations, and stewardship.
- Set and create a plan to achieve fundraising targets; execute and report on quarterly fundraising goals.
- Create and lead donor cultivation and fundraising events.
- Ensure accurate and up-to-date gift tracking, timely entering and updating of donor and prospect engagement information, including tracking grants, individual gifts, bequests, memorial gifts, corporate gifts, and sponsorships.
- Reconcile gifts monthly with the Executive Director and Finance Director.
- Help develop and share mission-centric content in email campaigns, website, and social media.
- Support the preparation and development of donor-centric fundraising materials such as concept papers, information packets, proposals, and brochures, and collaborate to ensure on-brand, consistent messaging for all written and verbal communications.
- All other duties as assigned.



Experience, Education, and/or Training:

- Three or more years experience developing and executing successful strategies for fundraising, donor retention, growth, recapture, and complex requests is required.
- securing gifts of five- and six-figure gifts from individual donors, foundations and corporate sponsors is required; healthcare-related fields preferred.
- Knowledge of or familiarity with giving models and associated tax benefits (such as IRA rollover gifts, donor-advised funds, bequests, charitable gift annuities) is desired.
- Must be able to relate well and work effectively with multiple constituencies and audiences.
- Excellent interpersonal, verbal, and written communication skills required.
- Proficiency in MS Office (Outlook, Word, Excel and PowerPoint) is required. Familiarity with donor CRM tools and design tools experience is desired.

The Ideal Candidate will also have:

- Strong desire to help donors develop and fulfill their philanthropic goals.
- Excellent relationship building skills and a passion for collaboration.
- A growth mindset, an entrepreneurial spirit, and a positive attitude.
- A strong work ethic, high integrity, and a donor-service focus.
- Strong presentation skills.
- Strong technology, time management, and organizational skills.
- An ability to work independently and adapt to change.
- Strong attention to detail.

Special Working Conditions:

- Ability to work at a computer for long periods of time and move up to 20lb.
- Must have mental processes for reasoning, remembering, mathematics, and language ability (reading, writing, and speaking the English language) to perform duties proficiently.
- Ability to carry out instructions furnished in written, oral, or diagram form and to solve problems involving several variables.
- Full-time is defined as a 40-hour workweek and the schedule is somewhat flexible. Some night and weekend availability is required.
- Most prospective donors are based in the greater Portland Metro area; access to reliable transport is required, and actual and reasonable expenses such as mileage and/or parking on a personal vehicle will be reimbursed.
- Travel within Oregon is a possibility but estimated at <10%. Must have valid drivers license, access to vehicle and appropriate insurance coverage.

To Apply:

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- Use the words "Development Director" in the subject line. Applications without cover letter might not be considered.
- Applications will be accepted until the position is filled. Interviews will be scheduled on a rolling basis. Target start date: on or before June 1, 2024.