



Director of Development Job Description 2024

Organization	Oregon Medical Education Foundation
Date Posted	Upon Board approval (March 2024)
State	Oregon
Location	Hybrid – Portland, OR
Type of Position	Full-Time
Primary Job Function	Fundraising – Major and Planned Giving
Secondary Job Function	Event Planning
Experience Required	5+ years relevant experience
Salary Range	\$65,000-\$90,000 DOE
Start Date	On or before May 15, 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. Target start date: on or before May 15, 2024.
Benefits	Competitive benefit package includes: health insurance, PTO, retirement plan, cell phone stipend, and expense reimbursement.
Reports to	Executive Director and Board of Trustees

By joining the Oregon Medical Education Foundation, you will have the opportunity to strengthen Oregon’s healthcare workforce from within, future-proofing medicine and supporting equitable access to care by helping our future doctors and physician assistants thrive while in school.

Position Summary:

The Oregon Medical Education Foundation (OMEF) exists to help those pursuing a medical education, and we are excited to have grown our organization to the point where we can now add to our team. We have matured significantly since 2020, expanding our scholarship, mentorship and wellness programs to truly support the next generation of healthcare leaders- Oregon's talented MD, DO & PA students. 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, mentor relationships, and resiliency they will need as they build a career in medicine.

The successful candidate will be a seasoned fundraising professional who is excited to help shape our organization for years to come, and a willing partner in the development and implementation of our new major and planned giving strategy.



This is a hybrid work position which includes a mix of virtual and in-office work. We share office space with the Oregon Medical Association, and regularly partner with them on events, email campaigns, and outreach efforts. This position also requires face-to-face meetings with donors, staff, and other constituents. OMEF is an independent, registered 501(c)3 charitable organization, founded in 1961.

In this role, you will work with the OMEF Board and Executive Director to identify, engage, cultivate, solicit, and successfully steward our top 75-100 current and prospective donors to expand their financial support of our mission.

You will help prepare personalized materials such as individual proposals, email campaigns, website and social media updates, direct mail, and impact reports, with content sourced from case studies and student interviews that you contribute to.

You will serve as the lead organizer of donor cultivation events (2-3 per year), and work with the Executive Director and Board President to prepare and deliver quarterly fundraising reports to the Board of Directors.

In addition to individual/family giving, 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%

- Build, nurture, and steward a pipeline of current and prospective major, planned giving, foundation, and corporate donors, at times with the Board and Executive Director.
- Develop OMEF's Legacy Society, including framework, celebrations, and stewardship.
- Set and create a plan to achieve fundraising targets, with the Executive Director and the Board.
- Execute and report on quarterly fundraising goals.
- Entering and acknowledging gifts and pledges within one week's receipt of gift and/or pledge.
- Excellent interpersonal skills and demonstrated ability to effectively communicate with individuals from diverse backgrounds, people of different races, ethnicities, ages, and sexual orientations in a multicultural environment committed to diversity, equity and inclusion.

Fundraising Operations and Administration – 20%

- Monitor and track donor engagement in the donor database. At all times, the donor database, leads tracker, and individual Moves Management Plans should be kept current and accurate.
- Process all gifts into the database, timely entering and updating of all donor and prospect information, including tracking grants, individual gifts, bequests, memorial gifts, corporate gifts, and sponsorships.
- Reconcile gifts monthly with the Executive Director and Finance Director.

Content & Collateral Development – 20%

- Help develop and share mission-centric content in email campaigns, website, and social media.



- Understand funding priorities and emerging needs across the organization, then partner with the Executive Director and Board President to develop a library of impactful, donor-centric materials and resources with a strong written narrative, ensuring all are on-brand and in line with our strategy.
- Support the preparation and development of content fundraising materials such as concept papers, information packets, proposals, and brochures, and collaborate with the Executive Director and Board President to ensure consistent, fundraising-centric messaging for all written and verbal communications.

Experience, Education, and/or Training:

- Bachelor's degree or equivalent experience is required. Concentration in Healthcare, Public Health, Journalism, Communications, Public Relations or related field is desired.
- Five or more years' experience securing gifts of five- and six-figure gifts from individual donors, foundations and corporate sponsors is required; healthcare-related fields preferred.
- Demonstrated knowledge of giving models and associated tax benefits (such as IRA Rollover gifts, Donor-Advised Funds, Bequests, Charitable Gift Annuities) is required.
- Proven experience in developing and executing successful strategies for fundraising, donor retention, growth, recapture, and complex requests is required.
- Must be able to relate well and work effectively with multiple constituencies and audiences.
- Excellent interpersonal, verbal, and written communication skills required.
- Experience with Network for Good and Crescendo/GiftLegacy is desired.
- Proficiency in MS Office (Outlook, Word, Excel and PowerPoint) is required. Familiarity with donor CRM tools experience is desired.
- Experience with design tools (Adobe InDesign and/or Canva) 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/customer-service focus.
- Excellent verbal and written communication skills.
- 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 but should approximate Monday-Friday, 9am-5pm. In addition, some night and weekend availability is required (for example events, donor and/or Board meetings).
- 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.

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