

Southern Illinois University School of Medicine  
Position Description  
For the Period of July 1, 2022 through June 30, 2023

Incumbent Name:

Rank/Title: Executive Director, Office of Development

Department/Division: Administrative/Professional  
Southern Illinois University Foundation –Springfield Office

Position Number: SMS.AP.70079.000

FUNCTION

The Executive Director, Office of Development for the SIU Foundation, Springfield Office is primarily responsible for securing private support for School of Medicine (SOM) programs in Springfield and Carbondale. In this regard, much of the Executive Director's time is committed to major gift solicitations and developing a pool of new contributors and to conducting fundraising projects. These responsibilities require a significant amount of public contact and therefore require an individual who can effectively represent the School of Medicine and its programs. The Executive Director must possess the ability to work cooperatively with faculty, administrators, staff and friends of the institution to help identify School of Medicine fundraising projects.

ORGANIZATIONAL RELATIONSHIP

The Executive Director, Office of Development for the School of Medicine reports to the Dean and Provost of SIU SOM and the CEO of SIU HC who reports to the Chancellor of SIU Carbondale who reports to the President of the SIU System. The Executive Director has a secondary reporting line to the Vice Chancellor for Development and Alumni Relations (VCDA) and Chief Executive Officer for the SIU Foundation.

The position works within the Office of Development made up of Donor Development, Alumni Affairs, and Advancement Initiatives. This position will work closely with the SIU Medicine Leadership Team and other faculty and administrative leadership at the School of Medicine.

DUTIES AND RESPONSIBILITIES

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

I. Development Activities (75%)

- A. Serve as the chief development officer for the School of Medicine with major responsibility for fundraising. To carry out his/her duties, the Executive Director, Office of Development will work with the Dean/Provost of the School of Medicine, department chairs, and other department and division heads, to assist them in defining priorities for fundraising that respond to identified institutional needs. The Executive Director, Office of Development will coordinate the School of Medicine fundraising activities with the SIUC Foundation CEO, he/she will also be an active participant of the Foundation-wide development team.
- B. In response to priorities established by the Dean and Provost, the Executive Director, in conjunction with the SIUC Foundation CEO, will prepare, propose, and implement an annual plan for development which identifies major fund raising projects and strategies for accomplishing fund raising goals.
- C. Work with the clinical faculty and their administrative officers to develop a grateful patient program to encourage gift giving from patients served by the School of Medicine.
- D. Solicit private foundations, corporations, and public agencies for funding to support School of Medicine activities in teaching, research, and clinical care.
- E. Cultivate major donors through strategies such as fostering planned giving, soliciting individual prospects, and working with corporations/foundations that will help the School of Medicine continue to carry out its mandates.
- F. Conduct follow-up and repeat solicitations of major contributors, especially the Harbinger Society members and corporate contributors.
- G. Develop tools to measure ROI for each major development activity, in an ongoing effort to maximize productivity within the Office of Development, whenever possible.

II. Administrative Activities (20%)

- A. Develop and implement Office of Development policies and procedures.
- B. Provide direct supervision of the Director of Alumni Affairs and the Individual and Corporate Giving staff.
- C. Oversee the development of staffing plans, budgets, and reporting requirements for the Office of Development.
- D. Develop a professional development program to train and provide skill building for OD staff.

- E. Work closely with the Dean and Provost of the SIU SOM and CEO of HC to identify program priorities, targeted outreach strategies, and long term plans for the Office of Development.
  - F. Serve as an SIU Foundation representative to the Springfield campus, with responsibility for communicating and coordinating School of Medicine development activities with Carbondale.
  - G. Serve on university, medical school or external committees as requested by the Dean and Provost of the School of Medicine and SIUC VCDA.
- III. Service (5%)
- A. Represent the School of Medicine through participation in appropriate professional meetings and organizations.

#### MINIMUM QUALIFICATIONS

1. Baccalaureate degree in relevant discipline.
2. Five (5) years successful donor development and/or alumni relations experience in a healthcare or university setting.
3. Knowledge of technology and social networking outreach strategies.
4. Demonstrated ability to communicate in written or oral forms and evidence of appropriate interpersonal skills necessary to function as the Executive Director of Development.
5. 5 years of demonstrated personnel management experience.
6. Sensitive to the needs of underrepresented minority populations.

#### ADDITIONAL DESIRABLE QUALIFICATIONS

1. Experience in development of major donors or donor programs
2. Experience in development of alumni relations and alumni programs.
3. Experience in estate planning, trusts, and other future giving strategies.
4. Advanced degree or coursework in a relevant discipline beyond the bachelor's level or relevant professional certification.

#### ENVIRONMENTAL, HEALTH AND SAFETY RESPONSIBILITIES

Participates in meetings, trainings and other environmental, health and safety activities as required by SIU School of Medicine and SIUC VCDA.

#### WORKING CONDITIONS

See attached Physical and Environmental Requirements form. The office is a high demand office handling a variety of projects and generally operating at a very high activity level. Stress may be a factor and the ability to work under tight deadlines is important including occasional overtime and flexible scheduling.

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Executive Director, Office of Development

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Date

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Jerry Kruse, MD, MSPH  
Dean and Provost

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Date

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Matt Kupec  
Vice Chancellor for Development and Alumni Relations,  
SIU Carbondale  
CEO, SIU Foundation

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Date

# PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

## SIU SCHOOL OF MEDICINE

Incumbent: \_\_\_\_\_ Classification: **Executive Director for Office of Development**  
 Position No. (If applicable): \_\_\_\_\_ Department: **Development-SMS**

**WORK ENVIRONMENT: (Check all applicable environments)**

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input type="checkbox"/> Other (Be Specific): _____	

PHYSICAL DEMANDS:	Seldom <small>(Performed rarely less than 2% of the time)</small>	Occasionally <small>(Performed less than 25% of the time)</small>	Frequently <small>(Performed 26% to 50% of the time)</small>	Constantly <small>(Performed 51% or most of the time)</small>	N/A
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*(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)*

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Travel	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working at heights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Climbing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Carrying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Lifting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Supervisor Signature	Date	Supervisor Name	Employee Signature	Date
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01/10 Page 1 of 1