



Community Focus.
World Impact.

Development Coordinator Eastern Virginia Medical School

Eastern Virginia Medical School (EVMS) in Norfolk, VA is an academic health center dedicated to achieving excellence in medical and health professions education, research and patient care. We value creating and fostering a diverse and cohesive faculty, professional staff and student body as the surest way to achieve our mission. We strive to improve the health of our community and to be recognized as a national center of intellectual and clinical strength in medicine.

As one of the nation's only academic medical centers founded and funded by its local community, EVMS serves as an integral community partner to industry organizations, academic institutions, health-care entities and area municipalities, while also being a primary economic driver and health-care workforce developer for the Hampton Roads region. For more than 40 years, EVMS has translated research and discovery into better patient care, and served as a catalyst for the region's medical renaissance. Today, we are much more than a medical school. Along with educating physicians, we offer health professions programs designed to meet emerging health-care needs, as well as the demands of an ever-expanding health-care job market. We attract a diverse community of students and faculty members who are immersed in patient care, cutting-edge research and community outreach projects that affect lives around the block—and around the world.

The Opportunity

EVMS seeks an enthusiastic professional to join an award winning development team in the role of Development Coordinator. Under general direction from the Associate Director of Development, the Development Coordinator will assist with development initiatives and will provide professional level administrative support to frontline fundraisers, primarily for the annual, major, and planned giving programs.

The Development Coordinator will be responsible to assist with cultivation and solicitations of individuals to achieve fundraising goals and provide proactive support and suggestions to assist frontline fundraisers in achieving goals. Assist with a variety of correspondence from different authors to support the development process. Assist with management of scheduling for development officers as tied to their portfolio and preparation for proposals, presentations and meetings. Assist with the management of development officers' progress in prospect cultivation, solicitation and stewardship; coordinate fundraiser prospect management and reporting as well as prepare and distribute prospect management reports and assist with identifying opportunities for process improvement and efficiency. Operate multi-line telephone console to receive incoming calls in a courteous manner, assist with donor inquiries, direct and transfer callers as appropriate, take messages as needed and track RSVPs for various events. Provide support for the Philanthropic Advisory Board to include managing/tracking activity and assisting with events/programs. Assist with tasks related to development of case for support and/or development collateral. Input data relating to donor prospect coding systems and procedures including contact reports, ratings, and solicitation tracking; assist with data entry and information management for donors and prospects; perform gift entry and updates in database; and provide back up for the Gift Processing and Biographical Records Coordinator. Occasional evening and weekend work will be required.

Qualifications

Associates Degree is required. Three years of managing multiple tasks in an administrative role. Fundraising/development experience is preferred. Bachelor's degree is preferred. The successful candidate will have:

- Experience in higher education, healthcare or non-profit development preferred
- Excellent written and oral communication skills with a strong customer service approach
- Excellent understanding of working with affluent individuals and use of good judgment
- Ability to handle important information and maintain a high level of confidentiality and professionalism
- High attention to detail, strong organizational skills and consistent accurate follow up essential
- Ability to work in fast-paced, multi-task environment, prioritize tasks, think proactively, and work independently while being flexible and adaptable to change
- Proficient knowledge of Microsoft Word, Excel, Outlook, PowerPoint, Access and web searches
- Knowledge of moves management and/or use of Raiser's Edge database preferred

EVMS is an Equal Opportunity/Affirmative Action Employer of Minorities, Females, Individuals with Disabilities, Protected Veterans, and Drug and Tobacco Free workplace.

Interested candidates may submit a resume and cover letter to:

Diane M. Millett, Administrative Manager Development and Foundation at milletdm@evms.edu