

Director of Donor Relations and Events

Job Summary: The Director designs, implements, and manages a comprehensive donor relations and stewardship program to promote interaction with and recognition of donors at all levels. The Director also plans, manages, and executes all special events and activities to enhance development and fundraising efforts. The Director of Events and Donor Relations reports to the Vice President for Development and is a member of the Development staff.

Donor Relations

- Directs a comprehensive stewardship plan to build donor trust through consistent and meaningful donor contact
- Manages the Foundation's donor acknowledgement strategies to ensure donors are satisfied and see the impact of their philanthropy
- Manages the student scholarship stewardship strategy and process, ensuring that scholarship recipients and their donor benefactors are connected
- Manages a stewardship portfolio of 25+ major gift donors
- Coordinates personalized opportunities for major donors to meet with beneficiaries of their gifts (i.e. faculty, staff, and students)
- Coordinates with academic staff and departments to manage endowed chairs and professorships program
- Creates annual reporting to individual donors, particularly statements of activity of endowed funds
- Communicates with major donors on use of their gifts and additional donations to their fund
- Works regularly with Development staff to create engagement and stewardship plans for individual donors
- Manages stewardship plans for gift societies, including donor recognition/stewardship events, plaques, and customized reporting of gift impact
- Creates and implements a donor recognitions system which includes phone calls, special correspondence, and private events

Event Management

- Manages all aspects relating to the creation, coordination and execution of all Foundation sponsored fundraising events and donor recognition events.
- Manages, in particular, the Foundation's signature event, "An Evening for Healers"
- Develops and manages event budgets
- Staffs event planning committee
- Assists with procuring event sponsorships
- Executes marketing plan for all events
- Works with the Development team to cultivate event attendees

Qualifications:

- Bachelor's degree required
- 3+ years of development experience preferred
- Experience within higher education or academic medicine preferred

Knowledge and Skills:

- Excellent oral and written communication skills
- Excellent interpersonal skills and ability to work collaboratively
- Ability to direct complex projects
- Possess a high level of attention to detail
- Self-starter with the ability to work independently
- Appreciation for the mission of an academic medical center
- Literacy and proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook)

Interested candidates may send resumes to:

Jesse Gilmore
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