UNIVERSITY OF ALABAMA SCHOOL OF NURSING  
UNIVERSITY OF ALABAMA AT BIRMINGHAM

Position Description

PROGRAM MANAGER I – ALUMNI AND DEVELOPMENT

(UAB Employment Site Number)  
#T56248

SUMMARY:
This individual will be responsible for overseeing, managing and implementing strategic plans, processes and projects that are fundamental to identifying, cultivating and stewarding all donors for the School of Nursing Alumni and Development office using good judgment, effective communication, problem-solving, innovative thinking, effective planning and project management, and effective time management, in a positive, diplomatic and confidential manner. The Program Manager I is responsible for hiring and managing the work study students for the office. As an integral part of the Alumni and Development team, he/she will work with other personnel in the Dean’s office, SON, and across campus, as well as external individuals to positively develop relationships with students, alumni, benefactors, faculty and staff in order to support the missions of the School and University. This individual will work closely with and report to the Operations Manager and the Senior Director of Development. All staff have a secondary staff report to the SON Director of Operations.

RESPONSIBILITIES:

- Manage and implement processes for gift processing and donor acknowledgement
- Ensure that donor thank you letters, correspondence, and reports are timely, accurate and strategically personalized
- Manage, maintain and track all donor, prospect, alumni and other special constituent correspondence for ODAR and the Dean’s Office
- Ensure that weekly and monthly gift reports accurately reflect the gifts, pledges and pledge payments processed; manage the process for correction and/or reconciliation
- Manage and maintain donor database and gift records for the School of Nursing; serve as liaison with UAB Gift Records Office
- Maintain SON gift accounts and oversee new account-create process; determine when new gift accounts are needed and work with the school’s financial office to create new gift accounts that accomplish donor intent
- Create, update and manage web content for the School’s donor and alumni pages
- Process, track and manage expenditures and contracts for ODAR
- Create, edit and prepare profiles, reports, agendas, itineraries and materials for the Dean, SDOD and DOD to ensure successful donor and prospect meetings
- Oversee scheduling and confirmation of major-gift donor and prospect meetings as requested; plan and execute meeting logistics
- Oversee scheduling and logistics for on-site luncheons and board and committee meetings;
- Assist in the design and implementation of materials such as invitations, flyers, posters, programs, and other items as needed
- Assist with special projects and events as directed
- Take minutes as needed for committees, Boards, and office meetings on/off campus and ensure that minutes are shared with attendees
- Attend general Board of Visitors meetings
- Hire and supervise temporary/student employees for all projects and events; train and assign and schedule their work activities
- Directly responsible to the Operations Manager and the Sr. Director of Development. Update and keep informed of projects, and status of work upon request
- Adhere to all FERPA and HIPAA regulations and maintain utmost confidentiality regarding all donor relations
- Commit to the highest ethical standard in all activities, including interaction with faculty, staff, students, and volunteers
- Work as a team member and support the efforts of the Office of Development and Alumni Relations.

QUALIFICATIONS:

This position requires a baccalaureate degree and a minimum of 3 years of experience in a related field. Previous experience with alumni/donors, annual fund appeals, and events management is strongly preferred. This individual must be self-motivated, comfortable in a fast-paced environment, able to effectively manage shifting priorities, demonstrate drive and initiative, and work independently as well as with a team. To be successful in this role, an individual needs to be able to communicate well in both written and spoken language, write a letter accurately and persuasively, be detail oriented, manage multiple projects, be very organized, have strong analytical and time management skills, and possess developed diplomacy, leadership and interpersonal skills. A fluent working knowledge of Microsoft office products such as Excel, Word, Access, and PowerPoint, Joomla, SharePoint, are needed to manage the work in this role. All guidelines related to FERPA and confidentiality must be observed and maintained. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.

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