UNIVERSITY OF ALABAMA AT BIRMINGHAM
School of Nursing

Position Description
PROJECT MANAGER II – MANAGER OF ODAR OPERATIONS & BOARD RELATIONS
OFFICE OF DEVELOPMENT AND ALUMNI RELATIONS
UAB Employment Site #T45650

SUMMARY:
This position manages the day-to-day activities of the Office of Development and Alumni Relations (ODAR), tracking pending projects and ensuring that objectives and timetables are met. This position oversees a broad range of development and alumni related functions and ensures that volunteer, stewardship, and cultivation strategies are carried out for the School of Nursing. This position serves as the Communication link to the SON and UAB on behalf of ODAR. Manages all aspects of fundraising events in collaboration with and on behalf of the Board of Visitors (BOV) and Junior Board of Visitors (JBOV) with the objective of identifying major gift prospects for the SDOD and DOD. This position will work with the leadership of the Board of Visitors to expand the Board’s outreach to other major urban centers in the State of Alabama through the recruitment and training of volunteers committed to the SON’s mission of undergraduate and graduate education. This position reports to the Senior Director of Development and is directly responsible to the Sr. Director of Development. Updates and keeps the Director informed on projects and status of work upon request. Oversees the Program Administrator II to ensure that all priorities are completed and deadlines are met. This person must also be able to function as an integral part of a team which designs and implements successful fund-raising programs that include annual giving, planned giving, and major gifts to maximize private gift support.

RESPONSIBILITIES:

Board Management
- Responsible for the day-to-day management, stewardship, communication with and outreach to the School’s Board of Visitors and Junior Board of Visitors.
- Responsible for managing fund-raising events in collaboration with and on behalf of the Board of Visitors and the Junior Board of Visitors. Works with the Senior Director of Development and Director of Development to identify potential sources of private gift support for events and recommend appropriate strategies and programs to generate major gift leads to support the educational, research and/or community service activities of the School. Coordinates and manages additional fund-raising events and activities related to the boards as required.
- Responsible for the Board of Visitors’ bi-annual publication, Board Briefs, and other publications as warranted and required, working closely with the Sr. Director of Development and Sr. Director of Communication.
- Coordinates with the leadership of the Board of Visitors to expand the Board’s outreach to other major urban centers in the State of Alabama through the recruitment and training of volunteers committed to the SON’s mission of undergraduate and graduate education.
- Under the direction of the Sr. Director of Development, assists in identifying, recruiting, training, and motivating volunteers.

Prospect Management

UAB is an Equal Opportunity/Affirmative Action Employer committed to fostering a diverse, equitable and family-friendly environment in which all faculty and staff can excel and achieve work/life balance irrespective of, race, national origin, age, genetic or family medical history, gender, faith, gender identity and expression as well as sexual orientation. UAB also encourages applications from individuals with disabilities and veterans.
• Works with the Sr. Director of Development to plan and implement programs that inform and
cultivate individuals, corporations, and foundations with the capability of making gifts to support
the School; moves solicitation of gifts from these constituents forward according to readiness.
• Manages the solicitation of philanthropic foundations and ensures reporting and application
deadlines for the School of Nursing are met. Assists the Sr. Director and Director of Development
with the submission of foundation proposals and reports, gathering supporting documentation, and
ensuring all required information is provided.
• Works with other members of the University Development Office staff to assure that potential gift
prospects are properly researched and assigned, that all solicitations are coordinated and completed,
and that donors receive appropriate acknowledgments and recognition.

Donor Stewardship
• Oversees the process for timely acknowledgement and thank you letters, personal notes and cards,
and other correspondence with the School’s major gift donors and key prospects; works closely with
the Dean’s Office to coordinate special mailings and communications.
• Works closely with the Office of Stewardship to maintain the donor database and oversee
stewardship reporting to the School’s donors; Edits endowment stewardship reports and routes to
the Dean for review and approval.
• Works closely with the Office of Stewardship, Sr. Director and Director of Development to ensure
that donors are recognized appropriately and oversees the internal process to ensure that
appropriate gifts are presented to and acknowledged by the Board of Trustees of the University
System.
• Oversees the maintenance of the School’s scholarship files (donor contact information, scholarship
criteria, history, donor background, etc.) to assure that donors are well-stewarded. Works closely
with the Office of Student Affairs to ensure that donor intentions are met; plans and implements the
School’s annual Scholarship Luncheon.

Office Management
• Prepares budgets for the review of the Sr. Director of Development for fund-raising events, allocates
costs to the appropriate unit(s), obtains necessary administrative approvals, and provides periodic
progress reports to appropriate offices.
• Manages the daily office activity so that the Sr. Director of Development and Director of
Development can be focused on major gift solicitation; tracks multiple office projects and ensures
that objectives and timetables are met. Communication link to SON and UAB on behalf of the
ODAR.
• Works closely with the Office of the Dean of the School of Nursing to provide or retrieve needed
information, oversee donor and prospect correspondence from the Dean, and coordinate the Dean’s
calendar for donor and alumni interactions.

QUALIFICATIONS:

This position requires a baccalaureate degree and a minimum of 5 years of significant administrative
experience. A Bachelor’s degree in business, marketing, finance, administration, communications or closely
related field is required and a master’s degree is strongly preferred. Experience in higher
education/healthcare or development/fundraising is preferred. To be successful in this role, the individual
must have strong communication, interpersonal and organizational skills. Additionally, this individual must
be able to adapt well to change and work independently as well as within a team while managing multiple
projects simultaneously with close attention detail. A working knowledge and experience with Moves
Management, SharePoint, UAB Blazer-Net and Self Service Banner, Native Banner, Prospect Research
databases (Lexis-Nexis), PowerPoint, and In Design programs is preferred.