



Director of Major Gifts

College of Osteopathic Medicine at The Chicago School



Director of Major Gifts, College of Osteopathic Medicine (IllinoisCOM)

About The Chicago School

The Chicago School is a leading nonprofit university that offers more than 30 academic programs rooted in a commitment to innovation, service, and community across a wide range of professional fields. With more than 19,000 alumni worldwide, The Chicago School has seven metropolitan locations across the United States and an Online Campus that provides a flexible option for thousands of students every year. As an innovator in mental health education, and at the forefront of building equity in healthcare, The Chicago School is expanding into integrated health through the creation of the College of Osteopathic Medicine. This bold and ambitious endeavor will be the first new Chicago medical school in 100 years, impacting the quality of and access to healthcare in the City and beyond.

Position Overview

The Chicago School is seeking an entrepreneurial, goal oriented, and collaborative Director of Major Gifts. This is an opportunity to be at the forefront of building equity in healthcare by helping The Chicago School's expansion into integrated health through the College of Osteopathic Medicine (COM). This individual should be passionate about the mission and work of the proposed IllinoisCOM and the opportunity to build a fundraising program from its infancy. Reporting to and collaborating with the University President, the proposed IllinoisCOM's leadership team, Associate Vice President, Institutional Advancement and the proposed IllinoisCOM's Dean, the Director of Major Gifts spearheads all of the proposed IllinoisCOM's fundraising efforts from planning to implementation. The new Director will need to be strong in their own understanding and confidence level of what it takes to be a successful fundraiser, able to generate new ideas for engagement and form close relationships with local, regional, and select national funders.

The successful candidate for this position will:

- Possess a passion for education, mental health, medicine and social equity
- Build and oversee a comprehensive major gift campaign for the proposed IllinoisCOM that will include individual, corporate and foundation donors
- Develop strategies to identify, cultivate and close on major gift solicitations of \$100,000 or more for the proposed IllinoisCOM priorities
- Develop genuine relationships with the University President, the proposed IllinoisCOM's leadership team, Associate Vice President, Executive team, Founding Dean, Faculty, Advancement staff and volunteers to build and strengthen individual relationships with individuals who have a vested interest in TCS's goals and mission
- Work in partnership with donor relations and stewardship to build on the existing efforts to promote the proposed IllinoisCOM Leadership Circle in a way that gives the group a prominent presence during the public phase of the campaign
- Show a breadth of hands-on fundraising experience that will support successful implementation across all areas of advancement
- Be an effective communicator and ambassador for The Chicago School and the College of Osteopathic Medicine

Primary Duties and Responsibilities

Planning and Program Management

- Create and implement effective outreach strategies using demographics, donor behavior and other considerations while integrating best practices to achieve campaign success
- Collaborate with the University President, proposed IllinoisCOM's leadership team, Associate Vice President, Institutional Advancement to set fundraising goals, supported by data
- Collaborate with the proposed IllinoisCOM faculty to identify funding needs and identify and pursue funding opportunities
- Coordinate with the Chief of Business Operations to manage estate-related documents and any compliance issues
- Review monthly, quarterly and annual reports that include measurable targets for prospecting, cultivation and solicitation work
- Ensure timely completion of proposals, pledge commitment documents, documentation of individual prospect strategies, stewardship plans and qualification efforts

Portfolio Management

- Research, identify, build and prioritize a portfolio of qualified campaign prospects comprised of individuals, corporations and foundations
- Working collaboratively with the University President, proposed IllinoisCOM's leadership team, Associate Vice President, Institutional Advancement and Dean of the proposed IllinoisCOM, to create effective cultivation and solicitation strategies
- Travel as appropriate to fulfill duties and maintain and submit timely reports on meetings with prospects and donors



Qualifications

Top candidates are required to have a Bachelor's degree from an accredited college or university and a minimum of seven years' progressive fundraising experience with a proven track record of successful development leadership or seven years' progressive business-related sales experience. Must have a strong background in meeting goals and demonstrated ability in closing six+ figure gifts.

Essential Knowledge, Skills and Abilities

- Self-motivated, results-oriented, and able to set priorities
- Excellent interpersonal, organizational, analytical, verbal and written communications skills
- Possession of the highest ethical standards
- Ability to work effectively with a wide range of constituencies in a diverse community
- Effectively set priorities
- Be a creative problem solver
- Ability to keep abreast of trends and changes within the field
- Ability to work well with high level volunteers, corporate and foundation leaders
- Comfort with leveraging technology in fundraising – Microsoft Office Suite, social media, and CRMs

Compensation and Benefits

The Chicago School offers a competitive benefits package that includes:

- Hybrid work schedule
- Generous paid time-off
- Medical and dental insurance coverage
- Life and disability insurance
- Strong commitment to professional development
- 403(b)-retirement plan with employer match
- Multiple flexible spending accounts
- Tuition reimbursement

This position is in The Chicago School's offices located at 325 N. Wells, Chicago, IL, with some work-from-home flexibility and local/regional travel.

The salary range for this position is \$130,000-\$150,000. Compensation is commensurate with experience.

The Chicago School is an Equal Employment Opportunity (EEO) employer and does not discriminate based on race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, or marital status. Increasing diversity of all kinds at the staff and board levels is an organizational priority.

Instructions for Applicants

Please complete the application instructions below that includes sending your cover letter and resume to hpepper@twbfundraising.com.

1. A cover letter describing your interest and experience for this position, including your interest, specifically, in The Chicago School's mission along with a description of your salary parameters.
2. Resume.

Recruitment will continue until the position is filled. You may direct any application-related questions or needs to executive search consultant, Heidi Waltner-Pepper, Senior Vice President, Ter Molen Watkins & Brandt, hpepper@twbfundraising.com. All inquiries and questions are held confidentially.