About The College of Physicians of Philadelphia

The College of Physicians of Philadelphia, founded in 1787, is the oldest professional medical organization in the country. Throughout our 225 year history, the College has provided a place for both medical professionals and the general public to learn about medicine as both a science and as an art. This historic spirit continues in our current mission: **advancing the cause of health, while upholding the ideals and heritage of medicine.**

The College is home to the Mütter Museum and the Historical Medical Library. Our outreach programs include our History of Vaccines website and the Karabots Junior Fellows Program. Our programs reflect our reverence for the past, our commitment to the present, and our vision for the future of medicine and health.

The Position

Reporting directly to the President and Chief Executive Officer, the Director of Development is responsible for planning and implementing all fund-raising campaigns for annual and planned giving, capital initiatives, and special programs and projects. S/he plans and manages all special events and donor recognition activities and is responsible for meeting and expanding all contributed income budget and donor development goals.

Responsibilities

- Work closely with the CEO, Senior Staff, and Board of Trustees to create and execute a strategy for a large sustained base of annual individual donors
- Coordinate, champion and implement all development activities including a comprehensive major gifts program, planned giving, corporate, foundation and government funding, membership and annual appeals
- Secure significant private financial support from individuals, foundations and corporations, as well as public support from government agencies such as IMLS and NEH
- Oversee College Fellowship and other membership initiatives, engagement opportunities, and annual ceremonies
- Serve as staff liaison for the Development Committee. Submit reports to Board of Trustees on budget, events, membership, gift receipts and other development activities
- Collaborate with the Office of Communications on all marketing and public relations efforts to establish fully-integrated, multi-channel fundraising appeals
- Supervise Development and Fellowship/Membership staff
- Work collaboratively with senior staff to identify avenues of economic support for programs and special projects
- Design major gifts strategies, cultivation and stewardship plans to be implemented by appropriate staff and Trustees
Manage a continuing program of donor acknowledgement, appreciation, and recognition
Maintain a fundraising calendar and tracking system for all deliverables including mailings, grants and Board reporting
Monitor fundraising trends and adapt strategies accordingly
Supervise grant writer in identifying funders, preparing grants, submitting progress reports and monitoring grant deadlines
Manage the implementation of Raiser's Edge and general oversight of data entry and gift processing
Prepare an annual report and all other relevant donor communications

Qualifications

- BA (required), MA (a plus)
- 8-10 years of senior level fundraising experience, with at least 5 years major gifts required
- Demonstrated success in securing six-figure gifts
- Proactive, highly-organized and comfortable working in a fast-paced, deadline-driven environment
- Excellent writing, time management, interpersonal and communication skills
- At least 5 years supervisory experience
- Able to balance multiple tasks, remain flexible and make adjustments as opportunities warrant
- Experience working in a university or other multi-layered organization preferred, experience in a museum or membership organization a plus
- Knowledge and experience using fundraising databases required, Raiser's Edge preferred

Salary/Benefits

Position receives a competitive non-profit salary; excellent health package including prescription, dental, and vision; generous sick, vacation, and personal time; automatic 403 B retirement contribution, plus additional matching available; optional FSA and Transit Check.

How to Apply

Please email cover letter, resume, three writing samples, and desired salary to: Antonia Oberthaler, Director of Operations, at aoberthaler@collegeofphysicians.org. Subject line should read: Director of Development Search 2014.

March 4, 2014