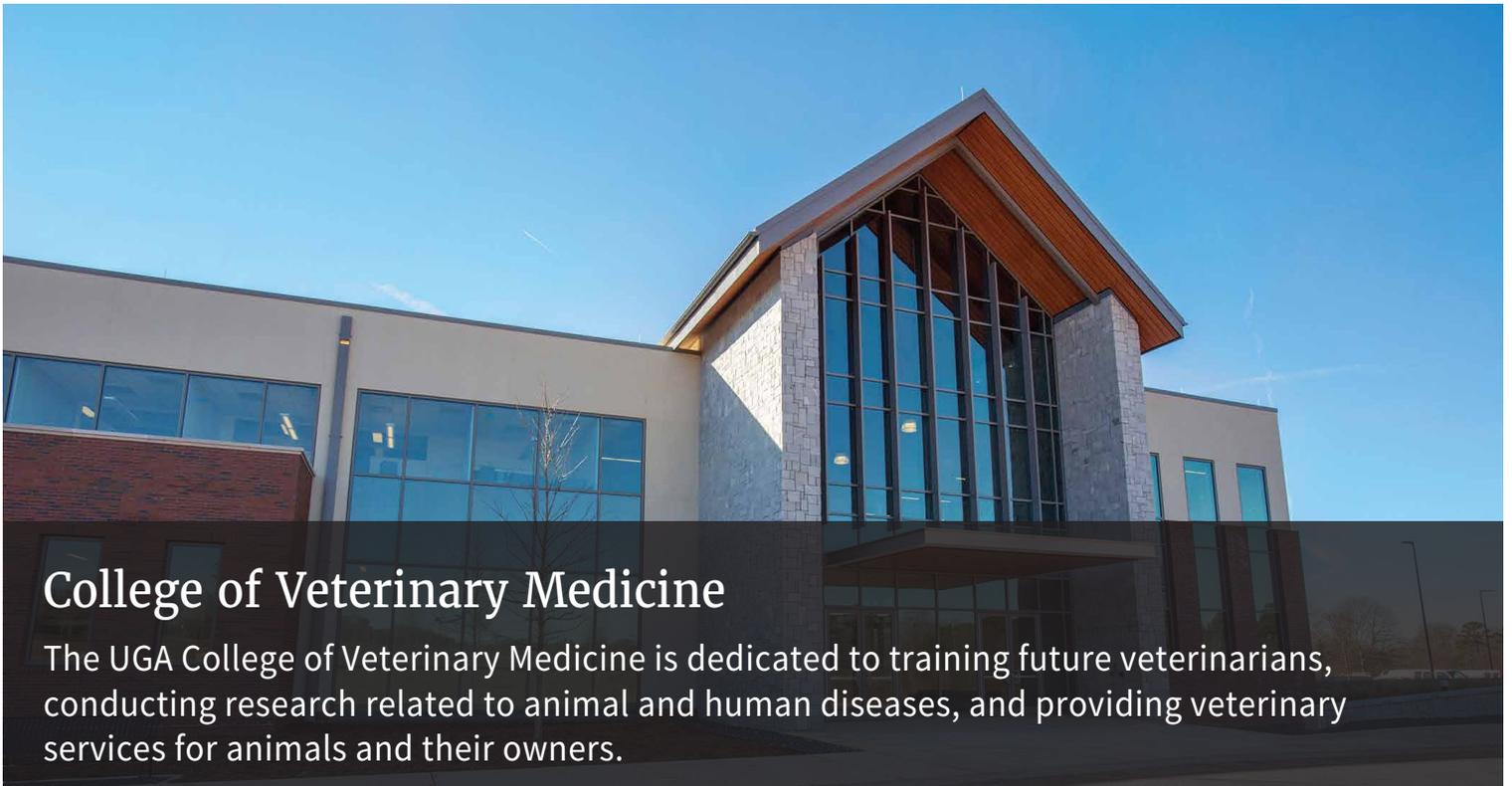




1785

# The University of Georgia

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## College of Veterinary Medicine

The UGA College of Veterinary Medicine is dedicated to training future veterinarians, conducting research related to animal and human diseases, and providing veterinary services for animals and their owners.

Announcing a national search for the  
**Director of Development**  
**College of Veterinary Medicine**



## College of Veterinary Medicine

The University of Georgia, one of the nation's top public research universities, invites applications and nominations for the Director of Development search. This leadership appointment provides an exceptional opportunity for an experienced fundraising professional to have an essential role in building a culture of philanthropy that encourages financial support for the College of Veterinary Medicine.

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Founded in 1946, the College of Veterinary Medicine at the University of Georgia is a leader in regional, national and international teaching, research and service. The College of Veterinary Medicine plays an important role in the acquisition, application and dissemination of scientific advances that help diagnose and treat disease and maintain the health of animals and humans.

At the College of Veterinary Medicine, we boast an excellent faculty whose members include internationally recognized and awarded experts in a variety of veterinary fields. Our innovative research improves the health and quality of life for companion animals, increases productivity and health of poultry and livestock, and promotes public health through disease surveillance.

We house the University of Georgia Veterinary Hospital, a referral center for veterinary practitioners and animal owners throughout the state and region that provides a basis for instructing veterinary students, training postdoctoral interns and residents, and accumulating material for clinical investigation of disease.

Maintaining our commitment to excellence would not be possible without the support of private donors who provide the best educational and experiential learning opportunities for our college. We accept various types of donations including those given in the form of pet memorials.

### Building on Excellence | Fundraising Objectives

- Build funds for extensive research that makes a difference in the lives of Georgian and American citizens, along with the lives of their pets
- Increase scholarship funds so that every deserving student has the opportunity to receive a burden-free education
- Support the work of faculty with salary supplements, equipment, academic leave, research assistants and travel stipends through donations
- Grow endowments to continue providing the highest standard of veterinary medicine education to students



## College of Veterinary Medicine



## Departments, Centers, Institutes and Programs

### Areas of Study

Avian Health and Medicine  
Food Animal Medicine  
Infectious Diseases  
Interdisciplinary Neuroscience  
Interdisciplinary Toxicology  
Physiology and Pharmacology  
Veterinary and Biomedical Sciences  
Veterinary Medicine  
Veterinary Pathology

### Centers and Institutes

Biomedical and Health Sciences Institute  
Center for Drug Discovery  
Center for Tropical and Emerging Global Diseases  
Diagnostic Laboratories  
Institute of Bioinformatics  
Nanoscale Science and Engineering Center  
Poultry Diagnostic and Research Center  
Regenerative Bioscience Center  
UGA Faculty of Infectious Diseases  
UGA Veterinary Teaching Hospital

### Student Opportunities

Alpha Psi Veterinary Fraternity  
Animal Welfare Club  
Canine Club  
Georgia Veterinary Scholars  
International Veterinary Student Association  
Omega Tau Sigma Veterinary Fraternity  
PathHeads  
Phi Zeta Veterinary Honor Society  
Shelter Medicine Club  
Student Ambassadors

### Departments

Infectious Diseases  
Pathology  
Physiology and Pharmacology  
Population Health  
Small Animal Medicine and Surgery  
Veterinary Biosciences and Diagnostic Imaging

## Position Description

The Director of Development, with the assistance of the Dean, develops fundraising strategy for meeting the college's primary funding needs on an annual and long-term basis. The Director and his/her team promote meaningful ways to solicit prospects and current donors through face-to-face visits, as well as mail, email, and telephone, etc. interactions. Prospects can be alumni, hospital clients and friends of the College. The Development team is responsible for sharing ways a donor can give to the college, and once a gift is made, for sharing how their gift makes a difference. The team is comprised of the Director of Development, Assistant Director of Development and Annual Fund Director. These two positions report directly to the Director of Development. The Director of Development is responsible for communicating goals and plans of the University to the College of Veterinary Medicine (CVM). The Director of Development reports to the Senior Director of Development for Constituent-Based Programs and the Dean of the College of Veterinary Medicine. It is expected that the Director of Development and the Director of Veterinary External Affairs work in tandem for the CVM to reach its goals.

It is the responsibility of the Director of Development to seek new opportunities to advance the CVM. This is done by seeking new gifts, pledges, scholarships, partnerships, planned gifts and sponsorships and determining the best plan of action, which could include the Assistant Director or Annual Fund Director, and executing the plan to gift fulfillment. If there is an existing relationship, the Development Team will maintain the communication, but handling of the fund and its expenditures once established will be passed off to the Director of External Affairs. Any stewardship of funds will be a collaborative effort as a team between all of the External Affairs staff, led by the Assistant Director of Development.

The Director of Development is responsible for raising major gifts (\$25,000+) to enable the unit to fulfill its mission and implement its programs and initiatives. This is accomplished by the Director of Development working closely with the Dean to develop fundraising priorities, create a development plan, and secure gifts.

The University Development Office sets four objectives for Directors of Development: number of annual visits, number of gift proposals, unit fundraising goal, and personal fundraising goal. Each of these are discussed with the director and customized for his/her specific unit. In addition, each director is required to attend the division and development meetings and an individual monthly strategy meeting with the Senior Director of Development for Constituent-Based Programs.



## Responsibilities, Qualifications and Duties

### Responsibilities

- Manage a portfolio of major giving prospects for the College of Veterinary Medicine focusing on soliciting major gifts, presenting proposals, making 10-15 face-to face visits with donors and prospects monthly. The purpose of the visits is to cultivate, solicit, and steward prospects and donors for current and deferred gifts of \$25,000+ to benefit the College of Veterinary Medicine.
- This requires 1-2 days out of the office each week including some overnight travel in and out of state and occasional weekend work. Telephone and/or correspondence preparation and follow-up as necessary.
- In a timely manner, prepare accurate, and relevant proposals, presentations, and other fundraising materials for cultivation, solicitation, and stewardship.
- Serve as the liaison between the College of Veterinary Medicine and University Development ensuring all UGA policies and procedures are followed by the college.
- Attend University Development staff meetings and external affairs meetings at the College of Veterinary Medicine.
- Work collaboratively and strategically with all division colleagues, and other development associates located in schools, colleges, and units across campus.
- Enter contact reports after each visit. Reports are to be thorough and filed in a timely basis in the donor data base. Complete necessary follow-up after each visit. Send thank you notes and any information requested by the donors/prospects.
- Work collaboratively with the Director of Veterinary External Affairs to promote Development at alumni and special events, in all forms of public relations, and at the College and Veterinary Teaching Hospital.

### Management Duties

- With assistance from the Dean, develop and oversee a comprehensive development program for meeting the College's primary funding needs on an annual and long-term basis.
- Supervise two development professionals in the college.

*Activities and decisions are highly complex, so significant independent action and judgment, subject to university-wide policies, are expected.*

### Qualifications

#### Minimum

- Bachelor's degree and valid driver's license
- Minimum of six years or more of successful fundraising or related experience with a proven ability to cultivate and solicit major gifts
- Significant experience developing fundraising strategies while providing leadership and direction for implementation of a comprehensive development plan

#### Preferred

- Advanced degree
- Successful higher education fundraising experience
- Knowledge of veterinary and/or medical school fundraising

### Knowledge, Abilities, Skills and Competencies

- Excellent written and verbal communication skills
- Must be a self-starter, take initiative and be able to work independently
- Strong organizational skills, ability to work effectively with diverse groups of alumni, faculty, donors, and colleagues throughout the university
- Word processing; database management; email skills required

### Physical Demands

- Ability to travel in and out of state
- Ability to work in a standard office environment
- Ability to work some nights and weekends

## The University of Georgia



Chartered by the Georgia General Assembly on January 27, 1785, the University of Georgia is America's first state-chartered university and the birthplace of the American system of public higher education. The comprehensive land-and-sea-grant institution is ranked 17th among the nation's top public universities in America in Forbes Top Public Colleges 2016 edition. UGA attracts some of the most academically talented students in the nation. Recognized as a leader among public universities in the numbers of major scholarships earned by students, UGA has produced eight Rhodes Scholars, five Gates Cambridge Scholars, seven Marshal Scholars, 13 Truman Scholars, and 13 Udall Scholars since 1995. In the past four years, 49 UGA students were offered Fulbright Scholarships. UGA's 2015-2016 enrollment totals more than 36,000 including over 27,000 undergraduates and 8,500 graduate and professional students. There are 125 foreign countries represented among the 1,184 undergraduate and 1,442 graduate and professional non-US citizens. Twenty-six percent of the undergraduate enrollment is minority.

The University is composed of 17 schools and colleges; Agricultural and Environmental Sciences, Arts and Sciences, Business, Ecology, Education, Engineering, Environment and Design, Family and Consumer Sciences, Forestry and Natural Resources, Graduate School, Journalism and Mass Communication, Law Pharmacy, Public Health, Public and International Affairs, Social Work, and Veterinary Medicine. UGA also is home to Augusta University and the University of Georgia Medical Partnership. UGA has a nationally competitive intercollegiate athletic program. A member of the NCAA Division 1, Southeastern Conference, the University fields 9 men's and 12 women's varsity sports. The Bulldogs have won 42 national championships, including 30 since 1999.

### Applications and Nominations

Confidential inquiries are welcomed; application and nominations are invited. Initial screening of applications begins immediately and will continue until an appointment is made.

Applications should include: a) a letter describing relevant experiences and interest in the position, b) a resume, c) four professional references (References will not be contacted without consent from applicant.), and d) Your answers to the questions at: [www.myersmcræ.com/skins/userfiles/file/MMQuestions.pdf](http://www.myersmcræ.com/skins/userfiles/file/MMQuestions.pdf)

Submit application materials to: [UGA-DevVet@myersmcræ.com](mailto:UGA-DevVet@myersmcræ.com)

Submit nominations, including full contact information on person being nominated, to: [UGA-VetNominate@myersmcræ.com](mailto:UGA-VetNominate@myersmcræ.com)

**IMPORTANT NOTE:** A completed application packet is required by the UGA Office of Human Resources. The UGA application form is available at <https://www.ugajobsearch.com> and the Posting Number is **20161823**. Submission instructions are on the website.

**Emily Parker Myers**, Chief Executive Officer of **Myers McRae Executive Search and Consulting**, is assisting the University of Georgia with this search.



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*The University of Georgia is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.*