



Job Title	Assistant Director, COM Development	Job Code	COM42
Pay Plan	A&P	Pay Grade	18
Union	Non-Union	FLSA Status	Exempt
Job Family	College of Medicine	Union Code	0
		Subfamily	

Job Family & Subfamily Summary

College of Medicine Professionals are specialized and unique to the UCF College of Medicine.

Job Summary

Assists in the development and implementation of the strategic fundraising plan in collaboration with College of Medicine Advancement personnel. Impacts the image of the university in the community and state and is responsible for cultivating and maintaining broad and reciprocal responsibility with key stakeholders.

Representative Duties

1.
 - Leads engagement and development efforts and recruits donors
 - Assists with implementation of specific planned giving program, including mailed materials and individual donor meetings
 - Works strategically with the communications and marketing teams to develop and prepare materials for distribution
 - Manages logistics, marketing, promotion and secures sponsorship for fundraising efforts and campaigns
 - Plans, prepares, and executes special events including golf tournaments, and other community events including CURE Bowl Cup
 - Develops, directs and executes several fundraising campaigns to include, Piazza Brick, Legacy Chair, and Faculty and Staff Campaign
2.
 - Implements, deploys, and maintains the college’s interactive donor recognition program
 - Drafts quarterly newsletters and communications
 - Serves as primary liaison to facilitate the translation and transmission of vital and protected patient information in compliance with Health Insurance Portability and Accountability Act (HIPAA) laws and regulations

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant experience 1+ years of leadership experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.