



Assistant Director Stewardship and Annual Giving Job Posting

Des Moines University Medicine & Health Sciences is seeking a passionate, relationship-driven Assistant Director of Annual Giving & Stewardship to help inspire philanthropic support and strengthen connections with alumni, faculty, staff, students, and friends of the university. This is an exciting opportunity for a fundraising professional who enjoys combining strategy, storytelling, donor engagement, and stewardship to create meaningful experiences that demonstrate the impact of giving.

Reporting to the Senior Director of Development & Alumni Relations, the Assistant Director will lead the university's annual giving efforts, including management of the DMU Fund and leadership of One Day for DMU, the university's signature 24-hour giving campaign. In collaboration with Development & Alumni Relations colleagues, this role will design and implement comprehensive stewardship initiatives, oversee donor recognition and reporting, and communicate the transformative difference donor support makes across the DMU community.

The ideal candidate is a creative communicator and strategic fundraiser who is passionate about building lasting relationships, exceeding fundraising goals, and fostering a culture of philanthropy that advances DMU's mission of educating future healthcare leaders.

What you'll do:

- Lead and grow annual giving initiatives, including management of the DMU Fund, to achieve annual fundraising goals and expand donor participation.
- Plan and execute One Day for DMU, the university's signature 24-hour giving campaign, driving engagement and philanthropic support across the DMU community.
- Develop and implement comprehensive donor stewardship strategies that recognize, retain, and strengthen relationships with alumni, faculty, staff, students, and friends of the university.
- Create impactful donor communications, reports, and recognition programs that effectively demonstrate the value and outcomes of philanthropic investments.
- Collaborate with Development & Alumni Relations colleagues to cultivate a culture of philanthropy, enhance donor experiences, and advance DMU's mission of educating future healthcare leaders.

What we are looking for:

- Bachelor's degree required.
- 1-3 years experience in development or alumni relations.

Total Rewards:

The anticipated salary is up to \$65,000, commensurate with experience. The final offered salary will be commiserate with the qualifications and experiences of the selected candidate.

Our employees are what make DMU special, so we treat them well! Our Total Rewards reflect this commitment. Qualified faculty and staff enjoy a generous employer contribution toward the medical plan, 10% retirement match, flexible work arrangements, community service time, tuition assistance, professional development funding and access to wellness facilities with programs that promote a well-balanced lifestyle. Visit www.dmu.edu/employment to learn more about our benefits.

DMU is proud to offer employees generous benefits and perks, paid time off, free use of wellness facilities and a host of employee engagement and recognition programs throughout the year.

About:

Founded in 1898, Des Moines University Medicine and Health Sciences is a premier medical and health sciences institution comprising three colleges — the College of Osteopathic Medicine, the College of Podiatric Medicine and Surgery and the College of Health Sciences. DMU offers graduate-level professional degree programs in anatomy, biomedical sciences, health care administration, medical science, occupational therapy, osteopathic medicine, physical therapy, physician assistant studies, podiatric medicine and public health.

Located in West Des Moines, part of Iowa's capital metro, DMU provides a collaborative, student-centered academic environment. Our students consistently exceed national benchmarks in board exam performance, certification pass rates and medical residency match outcomes. Our mission is to improve lives in our global community by educating diverse groups of highly competent and compassionate health professionals.

It is an exciting time to join DMU. Our 88-acre campus in West Des Moines brings the entire academic community together in one collaborative, future-focused environment, while the Des Moines University Clinic serves patients within the DMU32 Health and Business Complex in downtown Des Moines. Our state-of-the-art campus features technology-rich, flexible learning environments that support innovative teaching and connect faculty and students across all of our programs. Modern research facilities include a vibrant open-concept laboratory that fosters collaboration, accelerates discovery and empowers faculty and students to advance the health sciences.

DMU enhances our community's quality of life by educating outstanding health professionals and leaders, providing expert and compassionate patient care, serving the community in diverse ways and contributing to the vitality of central Iowa.

At DMU, you will make a meaningful contribution to the dynamic future of medicine and health sciences by supporting a diverse community of faculty and staff with programs and services across the employee lifecycle.

Required Documents:

Resume, cover letter and contact information for three professional references required at time of online submission. Apply at www.dmu.edu/employment.

Department: Development and Alumni Relations

Status: Exempt

Des Moines University Medicine and Health Sciences is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, national origin, ethnicity, creed, religion, age, disability, sex, gender, gender identity, sexual orientation, pregnancy, veteran status, genetic information and other characteristics protected by law ("protected class"). We encourage applications from individuals from underrepresented groups.