Southern College of Optometry, a leader in optometric education located in Memphis, TN, is currently recruiting for a Donor Relations Manager. This position reports to the Director of Development and will design and implement SCO’s Annual Fund program with limited oversight. This also includes responsibility for the college’s President’s Circle giving program and managing the college’s Donor Relations efforts.

The ideal candidate for this position will possess a Bachelor’s degree or equivalent training and experience. Five years of relevant experience is required. Experience in healthcare or higher education fund-raising is preferred. Candidate must have a proven ability to work successfully in a collaborative, team-oriented environment and to effectively manage cross-organizational working relationships. The incumbent must maintain complete confidentiality of all matters pertaining to office operations and donor, alumni and student information. Some evenings, weekends and travel will be required to support Institutional Advancement programs.

SCO offers a competitive salary (starting at $47,512) and a comprehensive benefits package which includes medical and dental insurance, free eye care for employees and their dependents, discounted optical materials and services, 403(b) retirement savings plan, Paid Time Off and 18 holidays.

Southern College of Optometry is committed to preparing future generations of our nation’s optometrists to serve diverse patients and communities in the United States and around the world. In support of our mission to “educate the best possible healthcare providers,” SCO values the strengths that diversity and inclusion bring to the educational and healthcare experiences of our students.

SCO does not discriminate on any basis within our educational programs or in our employment practices. Our success as an academic institution requires an ongoing commitment to fostering an accepting and inclusive campus atmosphere because we recognize that each individual deserves to feel included and respected.
Qualified applicants may apply at: www.sco.edu/career-opportunities. Questions regarding the position may be directed to: jfrazier-scott@sco.edu.