



## Director of Development Institutional Advancement

IA/10

### JOB SUMMARY

The Director of Development is to see the overall management of the major gifts program, which is charged with managing relationships and securing support from donors who are capable of making gifts of \$5,000 and up.

### MAJOR DUTIES

- Manage a personal portfolio of prospects, as well as manage alumni, data, and event fundraising staff.
- Develop and implement a plan for major gift fundraising across the region.
- Ensure coordination amongst individual giving programs.
- Qualify and cultivate prospective donors.
- Develop and propose strategies for solicitation of major gifts, including: determining ongoing relationships with prospect/donor; recommending specific purpose and level of gift; identifying those to be involved in cultivation and subsequent solicitation; assuring that solicitations are carried out.
- Manage staff members.
- Develop and implement programs for staff professional development, process documentation and improvement, and progress tracking.
- Participate, as required, in Advancement Division team efforts including solicitation strategy teams for key prospects and internal planning efforts.
- Keep current on programs and faculty/research/students initiatives at the college; network with other school/college Directors of Development
- Co-ordinate an effective program for recognition, involvement and stewardship of major and special gifts donors in coordination with the Interim Advancement Officer.
- Performs other duties as assigned

### KNOWLEDGE REQUIRED BY THE POSITION

- Ability to understand the needs and interests of major donors in order to develop relationships between them and the College.
- Interest in all aspects of education and a dedication to promoting the College's fundraising priorities through developing excellent working relationships with faculty, senior academic leaders, trustees and other volunteers, and the advancement office team.
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas.
- Ability to see and understand the objectives of the major gifts group, the individual giving group and the advancement division, and to integrate the major gifts program with those objectives.
- Ability to initiate, analyze, monitor, evaluate and alter strategic advancement plans.
- Ability to articulate the case for support so that individuals "buy into" the vision/mission/goals of the college and understand with sufficient effectiveness to secure gifts and pledges of \$5,000 or more.
- Excellent oral, written, interpersonal, analytical and organization skills required.
- Knowledge of tax laws that impact charitable giving, personal assets and estates.
- In addition to these general skills, the position requires the ability to participate in all aspects of the gift cycle: (1) to initiate contacts with potential major donors; (2) to develop appropriate cultivation strategies for them,

including working with volunteers; (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with donors.

- Must be able to travel around the region.
- Must have a valid driver's license.

## **SUPERVISORY CONTROLS**

The Executive Director of Institutional Advancement assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include University System policies and procedures, tax and privacy laws, and department goals and objectives. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied duties in the coordination of development and fundraising and development programs and events. A varied constituency contributes to the complexity of the position.
- The purpose of this position is to coordinate college fundraising programs and events. Success in this position contributes to the successful raising of private funds in support of college operations.

## **CONTACTS**

- Contacts are typically with co-workers, other college employees, community members, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while standing or walking.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Bachelor's Degree.
- Minimum 5 years of individual major gift fundraising, preferably in higher education and two or more years of management experience.
- Experience in a college or university setting, non-profit service organization, or the private sector related to communications.