



Director of Development

Department: Institutional Advancement

FLSA Status: Exempt

Grade/Level: N/A

Work Schedule: M-F; 8:30 a.m. to 5:00 p.m.;
evenings and weekends as required; 12 months.

Job Status: 1.0 FTE

Reports To: Executive Director of Major Gifts

Amount of Travel Required: up to 50%

Positions Supervised: None

POSITION SUMMARY:

Identifies, cultivates, solicits, and manages relationships with donor prospects determined to have the ability to make gifts at or above \$2,500 annually (to include \$12,500 pledged over 5 years). Participates with the development team in regular planning and strategy meetings. Performs essential functions personally or in conjunction with designated personnel or outside vendors/experts.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s)

Develops and implements strategies for securing financial support from a portfolio of approximately 120+ alumni, parent and friend Leadership Annual Fund prospects to include identifying, qualifying, cultivating, soliciting and stewarding gifts for the College.

Increases the number of donors at the President's Circle Level (\$1,000 plus)

Ensures that all assigned prospects are solicited for the Annual Fund each year.

Conducts an average of 60 face to face prospect visits annually.

Completes contact reports after every donor interaction and updates database information about donors and prospects as appropriate.

Oversees the College's advocate fundraising program focused around various annual fund social campaigns and initiatives.

Other Job Function Statement(s)

Participates in divisional and College events and activities as required.

Performs other duties as assigned.

POSITION QUALIFICATIONS: (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

KNOWLEDGE (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

Minimum: Bachelor's degree from an accredited college or university. Three (3) years of full-time fundraising paid work experience for educational or nonprofit organization(s).
Face to face fundraising experience in nonprofit sector strongly preferred.

LICENSE or CERTIFICATION (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) N/A

SKILLS (The **application of knowledge** by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must:

- effectively and efficiently utilize Microsoft Office (Word, Excel, Access, Outlook, PowerPoint) or appropriate alternative software to the extent required to perform essential functions;
- communicate effectively using a variety of styles and techniques appropriate to the audience.

ABILITIES (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must have the ability to:

- work evenings and weekends;
- travel out of town;
- work independently with little direct supervision;
- obtain and maintain a valid driver's license;
- collaborate with others in a collegial and effective manner;
- organize and prioritize work to meet deadlines;
- constructively seek and receive feedback to improve and or maintain performance;
- effectively perform under pressure while maintaining a professional demeanor;
- maintain confidentiality regarding sensitive matters;
- work with all levels of staff, faculty and third parties in a collegial and effective manner;
- make objective decisions in a timely and effective fashion;
- demonstrate enthusiasm and commitment to the goals of the college;
- accomplish goals and tasks and meet deadlines through others by delegation, follow up, and oversight;
- achieve or surpass expected results while encouraging cohorts to do the same;
- establish and maintain cooperative employee, donor, or College friend relationships;
- exude confidence and optimism, take risks as needed, and quickly recover from setbacks or disappointments;
- model high standards of honesty, integrity, trust, and ethical behavior.
- maintain regular and consistent attendance;

- use cognitive skills to: solve problems, pay attention to detail; develop, plan, and implement short- and long-range goals; communicate effectively, to include conveying thoughts clearly and concisely, listening well, and asking appropriate questions as needed.

BEHAVIORS (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to fully meet job expectations of the essential functions. and are formally reviewed during the annual performance evaluation process.)

To fully meet job expectations, the following must be demonstrated:

- Independence of Action/Initiative - Exercises good judgment in problem solving and decision making.
- Service Orientation – Exhibits a ‘customer friendly’ demeanor with internal and external customers/constituents.
- Resourcefulness/Creativity/Flexibility - Presents a variety of options to fulfill job responsibilities and meet workplace objectives.
- Communication Skills - Presents ideas effectively. Conveys thoughts clearly and concisely. Listens well and asks appropriate questions.
- Teamwork - Works effectively with other employees. Offers help when needed.

PHYSICAL REQUIREMENTS: The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT: Typical office environment. May occasionally work outdoors in preparation for and attendance at special events.

DISCLAIMER: The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. **It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.** Additional functions and requirements may be assigned by a supervisor as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Executive Signature: _____ Date: _____