



Classification Description

Job Title: Director, Development

Pay Grade: 119

Job Code: 3111

FLSA Status: Exempt

Job Purpose

The Director of Development is a key member of the development team that will help build and lead a comprehensive major gifts program in support of a growing and ambitious development effort. Working as part of a development team this position will cultivate and solicit gifts in support of the College as a whole as well as for any geographic, academic or operational segment to which they are assigned.

General Responsibilities

Essential Functions

Cultivates and solicits major gifts to meet the current and emerging priorities of the College. These major gifts will be designated for current use or to establish/expand an endowed fund. Based on current and foreseeable College priorities, focuses primarily on major gifts solicitation in support of, but not limited to, various scholarships, program support (new and existing), capital equipment, facility naming, renovations and construction, and student programs and services.

Collaborates with appropriate leadership with particular emphasis to the implementation of proactive approaches for growing a major gift program including prospect identification and cultivation, marketing strategies, appropriate cultivation opportunities and events, direct mail and publications.

Strengthens and solidifies the existing base of contributors while developing and implementing strategies to expand and maximize potential donor opportunities for major giving including planned gifts.

Focuses on developing major gifts through, but not limited to, researching prospects, cultivating relationships, involving Foundation colleagues and board members as well College administrators, faculty and staff, and making solicitations.

Works with volunteers and College development or alumni staff to orchestrate the cultivation and solicitation of donor prospects, as appropriate.

Prepares and reviews written proposals for major and planned gift arrangements for prospective donors, containing the benefits and options available through the use of computerized scenarios and other descriptive presentations.

DIRECTOR, DEVELOPMENT

Participates in the overall Foundation giving marketing program, which includes print advertising, annual reports, newsletters, brochures and other strategies designed to motivate donors to provide both short-range and long-range support for all of the giving targets for the College.

Plans and coordinates workshops, seminars and campus visits for special donor prospects to acquaint alumni, friends, and professional groups with the need and benefits of providing support.

Conducts personal visitations to provide a one-on-one relationship with potential donors and professional advisers.

Maintains records, contact reports and background data to facilitate periodic reports on activities, costs, and results. Establishes and maintains follow-up system(s).

Within assigned geographic areas, establishes relationships and maintains regular contacts and liaisons with professionals in estate and gift planning, i.e., attorneys, financial planners, accountants and trust officers.

Cultivates and maintains positive relationships with past, current, and future donors through social contacts and other stewardship activities.

Cultivates and solicits gifts from existing donors, new prospects, alumni, staff, faculty, and friends and accompany others on cultivation and solicitation visits.

Works to achieve, and be accountable for, defined annual goals.

Provides and maintains cellular telephone and high-speed internet technology services, which allows immediate accessibility to the College through text and voice messages by cellular phone, and responds as needed.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education in communications, business administration, or related field.

Three (3) years full-time professional work experience in sales, professional advancement/development/fundraising or related field.

Demonstrated leadership, organizational, and operational skills, with a proven ability to handle multiple tasks and projects and in meeting established goals within specific time frames.

DIRECTOR, DEVELOPMENT

Strong interpersonal skills, with the ability to develop high-quality relationships with a variety of constituencies, including Board members, donors, senior administrators, faculty, staff, alumni, friends and students.

Excellent oral and written communications skills, as well as presentation skills.

Knowledge of development information systems and databases or ability to master donor software.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.

DIRECTOR, DEVELOPMENT

- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved through classification/compensation study: September 1, 2009. Revised: February 17, 2011, March 24, 2011, September 13, 2013, July 1, 2014, March 30, 2017, August 9, 2017.
Revised: July 1, 2023.