

JOB INFORMATION

Job Code	OA33
Job Description Title	Sr Dir, Development
Pay Grade	UA12
Range Minimum	\$105,060
33rd %	\$136,570
Range Midpoint	\$152,330
67th %	\$168,090
Range Maximum	\$199,610
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/3/2016

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Major & Principal Gifts

JOB SUMMARY

Leads, manages, and mentors a team of development officers, coordinators, and other staff that are responsible for managing and soliciting a portfolio of major gift prospects.

RESPONSIBILITIES

- Develops a personal prospect portfolio, travels to meet with donors and potential donors to secure major gifts to meet fundraising goals and objectives.
- Creates and fosters an environment conducive to high performance and a cohesive team; mentors and manages staff maintaining clear monthly goals and annual performance reviews; develops performance plans and conducts reviews.
- Assesses effectiveness of staff, processes, procedures, resource allocation, and strategies. Leads constructive change through collaborative, inspiring approaches. Builds high-performing team through clear articulation of expectations, establishment of standards of accountability, and guidance of staff toward desired outcomes.
- Builds constructive, authentic, professional relationships with key volunteer leadership groups, including campaign committees and advisory councils Ensures the work of these groups effectively assists in the achievement of the dean's and the unit's goals.
- Monitors progress toward individual and unit goals by monitoring monthly gift/pledge totals. Manages staff toward development of effective, individualized solicitation strategies that lead to successful closing of gifts.
- Develops and fosters a strong partnership with the dean/director of the unit; his/her involvement in the development process; ensure that s/he is devoting sufficient time to fundraising activities; and utilize his/her efforts in such a way as to capitalize on this individual's strengths.
- Meets regularly with Associate VP for Constituent Development to review team and individual staff performance.
- Develops proposals and presentations materials relative to top fundraising priorities that will keep top prospects informed and involved.
- Identifies and resolves barriers to team/unit success, in collaboration with Development leadership and the unit's dean/director.
- Develops and monitors approved operating budget; ensures strategic resource allocation to support achievement of desired results.
- The nature of this role is highly externally focused, requiring frequent travel and meetings on and off campus during regular and non-traditional business hours, and is therefore expected to operate with high-levels of autonomy.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Business Administration, Marketing, Communications, Public Relations, or related field	and	10 years of	Experience in team management, major gift solicitation (preferably in higher education or other non-profit arena), or extensive experience selling ideas, services, products to C-level decision-makers.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Extensive understanding of development principles, strategies, theories, techniques and systems, including donor records/CRM systems.	
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Extensive knowledge of management/supervisory practices and principles.	
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MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

REQUIRED PRE-EMPLOYMENT SCREENINGS

Financial History Check

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other
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PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.