**Associate Director of Development**

**Office of Development, UL Lafayette Foundation**

**Position**

Responsible for securing private support for the university by identifying, cultivating, soliciting and stewarding alumni and friends, focusing on gifts of $25,000 and above and managing a portfolio of prospective donors. This is not a classified position, and the applicant would work for the Foundation, not the University.

**Responsibilities**

* Travels locally, regionally and nationally to meet with prospective donors based on their ability and inclination to make gifts (approximately 150 meetings annually).
* Coordinates campus visits as needed, collaborating with university faculty and staff to deliver a thoughtful and deliberate experience for the prospect or donor.
* Executes moves management strategies effectively towards a goal of soliciting gifts between $25,000 and $100,000 to achieve fundraising goals.
* Ensures timely, accurate documentation of contacts and cultivation strategies, proposals, pledges, fund agreements, etc.
* Achieves annual fundraising metrics for face-to-face visits, major gift proposals submitted and dollars raised.
* Successfully articulates university’s key programs and priorities through informal and formal solicitations and proposals, both oral and written.
* Develops and executes moves management strategies to effectively cultivate and solicit prospective donors.
* Provides appropriate stewardship and follow through once gifts are made.
* Assists the Office of Development with special projects, prospect research, data analysis and performs other duties as required or assigned.

**Requirements**

* Bachelor's degree required
* Minimum two years of experience in front line fundraising and cold calling required
* Travel, frequent after-hours work, and some weekend work are required.
* Negotiation experience preferred.

**Application Process**

Submit a cover letter, resume and three references to the UL Lafayette Foundation, Office of Development by emailing [sharyn.donnell@louisiana.edu](mailto:sharyn.donnell@louisiana.edu).