**Director of Development**

**Moody College of Business Administration**

Reporting to the Senior Director for Development and working closely with the Dean of the Moody College of Business Administration, the Director of Development drives the major gift efforts for the College. The Director will provide counsel and coordination for all unit-specific development efforts. This position is primarily responsible for fundraising, managing a portfolio of prospective donors, and reaching both individual and team performance goals.

**Responsibilities:**

The Director of Development will develop strong relationships with the Office of Development, Dean, faculty and staff, as well as colleagues throughout the Division of University Advancement. All fundraising plans will be developed in collaboration with the Office of Development and Dean, in concert with all other university fundraising efforts. Responsibilities include, but are not limited to, the following:

* Serving as full-time fundraiser securing gifts and pledges of $25,000 or more.
* Achieving annual fundraising metrics for face-to-face visits, major gift proposals submitted, and dollars raised.
* Working with Senior Director of Development to develop performance goals and priorities on an annual basis.
* Researching and implementing University and industry best practices to create, manage, and execute major giving strategies for Business.
* Collaborating with College leadership, the University, and Division of Advancement to establish marketable and feasible fundraising priorities.
* Developing and implementing strategies aimed to increase major gifts (capital projects, endowments, planned gifts, leadership annual gifts, and gifts-in-kind) for the Moody College of Business Administration.
* Effectively managing a portfolio of 100-125 major gift prospects
	+ Developing and executing effective moves management strategies and leading prospects through the qualification, cultivation, solicitation, and stewardship cycle.
	+ Making phone calls and other introductory contacts to secure appointments with prospects with the intention to qualify and eventually solicit major gifts for Business.
	+ Coordinating campus visits as needed, collaborating with University faculty and staff to deliver a thoughtful and deliberate experience for the prospect or donor.
	+ Travelling locally, regionally, and nationally to meet with prospective donors based on their ability and inclination to make gifts (approximately 120 meetings annually).
	+ Working with Business/University staff to secure pertinent information to write and create donor giving opportunities, solicitations/proposals, and stewardship reports.
	+ Negotiating gifts and pledges in accordance with adopted gift acceptance policies and procedures; submitting appropriate materials to accurately record gifts and pledges in donor database.
	+ Providing appropriate stewardship and follow through once gifts are made.
* Working collaboratively with other Office of Development professionals to ensure compliance with policies and procedures and coordinating major gift donor efforts.
* Running reports and analyzing data to monitor personal metrics and taking action to achieve goals.
* Preparing and entering call reports and proposals in a timely manner. Maintaining accuracy of records by providing updates for donor database following established protocols for use of data.
* Actively participating in Advancement and Office of Development staff meetings and retreats.
* Other duties as assigned.

**Qualifications:**

* A minimum of a bachelor’s degree is required.
* 3 - 5 years of experience in Development, preferably in a university setting.
* Proven track record of securing appointments and closing gifts at the $100,000+ level; campaign experience is a plus.
* Demonstrated ability to collaborate with organization leadership and executive level professionals.
* Proven ability to successfully work as part of a team while demonstrating the independence essential in concurrently managing a portfolio of prospects and multiple projects.
* Capable of crafting proposals and other professional documentation.
* Proficient in word processing and spreadsheet management.
* Experience with CRM or database systems and familiarity with and ability to comply with institutional policies and procedures.
* Sound judgment, discernment, and the ability to think strategically are essential.
* Self-motivated and driven to achieve goals and metrics.
* Superior interpersonal and communication skills with confidence to communicate effectively with university leadership, volunteers, donors, students, and other constituents in a professional manner.
* Ability to exercise sound and independent judgment, think critically and proactively solve problems.
* Demonstrated ability to prioritize and manage multiple assignments simultaneously and meet deadlines.
* Ability to adapt, learn, and innovate according to changing needs and best-practices.
* Adherence to strict confidentiality standards.
* Strong work ethic, positive attitude, flexibility, and integrity critical to success.

**Environment:**

The University of Louisiana Lafayette Foundation is dedicated to the promotion of educational, social, moral, and material welfare of the University of Louisiana at Lafayette through assisting in the acquisition of donations, the stewardship of donors, and the management of funds.

The University of Louisiana at Lafayette is a Research University with High Research Activity public institution with an enrollment of approximately 19,000 students with a faculty of about 750 and approximately 1900 staff members. UL Lafayette consists of 9 degree-granting units-The College of the Arts, B.I. Moody III College of Business Administration, Education, Engineering, University College, Graduate School, Liberal Arts, Nursing and Allied Health Professions, and the Ray P. Authement College of Sciences. The University of Louisiana at Lafayette is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. Further information about the University is available on the University's web page at louisiana.edu.

Located midway between New Orleans and Houston, Lafayette is the heart of Louisiana's Acadian-Creole region. The city of over 124,000 is part of the Lafayette-Acadiana area with a total population of 700,000. It is one of Louisiana's fastest-growing metropolitan areas and is the hub of numerous music and cultural festivals and celebrations. Lafayette serves as the base of Louisiana's offshore oil industry, as well as the financial, retail, and medical center for south-central Louisiana.

**Salary:** Dependent on qualifications and experience.

**Starting Date:** Immediate

**Applications:** For Initial consideration, please submit your cover letter, resume, and three references to the following email address: molly.rosato@louisiana.edu