



Staff Vacancy

Director of Development for Colleges

EEO # UA 1-16

Reporting to the Executive Director for Development and working closely with the Deans of the respective colleges, the Director of Development for Colleges will be responsible for creating and executing a college based comprehensive development program. He or she will be responsible for identifying, cultivating, soliciting and stewarding alumni, friends and organizations focusing on gifts of \$25,000 and above.

Responsibilities:

The Director of Development for Colleges will develop strong relationships with the respective Dean(s), college leadership, faculty and staff as well as their colleagues in the central Office of Advancement. The Director will provide counsel and coordination for all unit-specific development efforts. All fundraising plans will be developed according to development best practices in higher education, in collaboration with the respective Dean(s), and in coordination with Development colleagues and all other university fundraising efforts.

The Director of Development for Colleges is responsible for managing his/her portfolio of prospective donors and reaching annual performance goals and metrics. Responsibilities include, but are not limited to the following:

- Work in concert with other University Development professionals to identify, cultivate, and solicit philanthropic support by establishing and maintaining relationships with donors.
- Travel locally, regionally and nationally to meet with and qualify prospective donors based on their ability and inclination to make gifts; Execute moves management strategies effectively towards a goal of solicitation; Prepare and enters call reports in a timely manner.
- Negotiate gifts on behalf of the Colleges in accordance with adopted gift acceptance policies and procedures; Provide appropriate stewardship and follow through once gifts are made.
- Participate in and lead the development of campaign materials, case statements, and brochures; works in collaboration to prepare reports and prospect research materials.
- Provide leadership and expertise to Colleges on fundraising best practices; Serve as a liaison for college leadership, faculty and staff; Communicate central policies and procedures to College stakeholders; Foster a spirit of collaboration.

Qualifications:

A Bachelor's degree and minimum of three years of experience in Development with a proven track record in closing gifts at the \$25,000+ level is required. Campaign and fundraising experience in a university setting is preferred. Sound judgment, integrity, excellent interpersonal and communication skills, a strong work ethic, attention to detail, project management, and the ability to think strategically are essential. The Director must be able to work as part of a team while demonstrating the independence essential in concurrently leading college-based fundraising strategies and managing a prospect portfolio. The Director must be able to utilize technology including the Microsoft Suite and donor database. Travel, including frequent after-hours and some weekend work required.

Environment:

The University of Louisiana at Lafayette is a High Research Activity public institution with an enrollment of approximately 18,000 students and 600 full-time faculty. 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. 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 a hub of numerous music and cultural festivals. Lafayette serves as the base of Louisiana's off-shore oil industry as well as the financial, retail, and medical center for south-central Louisiana. Further information about the University is available on the University's web page at louisiana.edu.

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 mailing address or by email to sharyn.donnell@louisiana.edu

UL Lafayette
Office of Development
Attn: Executive Director of Development
P.O. Box 43410
Lafayette, LA 70504

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