POSITION: Director of Development for Colleges

Reporting to the Executive Director for Development and working closely with the Dean of the assigned college(s), the Director of Development will be responsible for creating and executing a college-based comprehensive fundraising program. He or she will be responsible for identifying, cultivating, soliciting and stewarding alumni and friends, focusing on gifts of $25,000 and above.

RESPONSIBILITIES:
The Director of Development for Colleges will develop strong relationships with their Dean(s), college leadership, faculty and staff and with colleagues at the central Office of Advancement. The Director will provide counsel and coordination for all unit-specific development efforts. All fundraising plans will follow university and Office of Development best practices. The Director of Development for Colleges is responsible achieving annual performance goals. Other responsibilities include, but are not limited to the following:

- Works in concert with the Executive Director of Development to execute annual and long-term fundraising plans.
- Manages an assigned portfolio of prospects and be responsible for the overall cultivation and solicitation of philanthropic support. Executes moves management strategies to effectively cultivate and solicit prospective donors.
- Travels locally, regionally and nationally to meet with prospective donors based on their ability and inclination to make gifts (approximately 120 meetings annually); Execute moves management strategies effectively towards a goal of soliciting gifts between $25,000 and $1 million to achieve fundraising goals; Prepares and enters contact reports in a timely manner.
- Successfully writes/submits proposals to secure private funding as well as tracks and coordinates required stewardship. Assists in creating cases for support of college priorities.
- Negotiates gifts on behalf of the Colleges in accordance with adopted gift acceptance policies and procedures. Works with Advancement Services to ensure donor records are updated.
- Provide appropriate stewardship and follow through once gifts are made.

QUALIFICATIONS:
A minimum of a Bachelor’s degree is required. Candidate should have a minimum of three years experience in Development. Proven track record in closing gifts at the $25,000+ level and
campaign experience is a plus; fundraising experience in a university setting is preferred. Sound judgment, integrity, excellent interpersonal and communication skill, a strong work ethic, attention to detail, 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 managing a portfolio of prospects and multiple projects. Travel, frequent after-hours work, and some weekend work are required.

UNIVERSITY AND COMMUNITY:
The mission of the University of Louisiana at Lafayette is to offer exceptional education informed by diverse world views striving to develop innovative leaders who advance knowledge. The Southern Association of Colleges and Schools Commission on Colleges accredits the University, which offers undergraduate and graduate degrees in the arts, sciences, and professional programs. The University is a public research university with high research activity, an enrollment of over 19,000 students and 800 faculty members. UL Lafayette is the largest of nine universities in the University of Louisiana System. UL Lafayette consists of nine degree-granting units: Arts, B.I. Moody III College of Business Administration, Education, Engineering, Graduate School, Liberal Arts, Nursing and Allied Health Professions, Ray P. Authement College of Sciences, and University College. The University offers degree programs in 55 undergraduate disciplines, 15 post-bachelor certificates, seven graduate certificates, the master’s degree in 28 disciplines and the doctorate in 10 disciplines. Additional information about the University is available on the University’s webpage at http://louisiana.edu/

SALARY: Commensurate with experience.

ANTICIPATED STARTING DATE: Immediate

APPLICATIONS:
For consideration, please submit your cover letter, resume, and three references to the following mailing address or by email to Sharyn Donnell. Priority will be given to applications received by September 15, 2017.

Mail To: UL Lafayette
         Office of Development
         P.O. Box 43410
         Lafayette, LA 70504

         Email To: sharyn.donnell@louisiana.edu

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