



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

POSITION: Director of Development for Colleges

EEO # UA 1-17

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

