



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

# Staff Vacancy

## Director of Development for Colleges

EEO # UA 3-17

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 and friends, focusing on gifts of \$25,000 and above.

### Responsibilities:

The Director of Development for Colleges will develop strong relationships with their Deans, 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 be developed in collaboration with the Deans and coordinated with all other university fundraising efforts.

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

- Working in concert with other University Development professionals to coordinate all prospect identification and donor contacts.
- Establishing relationships with prospective donors through personal visits. Qualifying prospective donors based on their ability and inclination to make charitable gifts to the Colleges.
- Execute moves management strategies to effectively cultivate and solicit prospective donors.
- 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.

### 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.

**Environment:**

The University of Louisiana at Lafayette is a Research University with High Research Activity public institution with an enrollment of approximately 18,000 students with a full-time faculty of about 600. 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](http://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 off-shore 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 :

UL Lafayette  
Office of Development  
Attn: Executive Director of Development  
P.O. Box 43410  
Lafayette, LA 70504  
or to: [sharyn.donnell@louisiana.edu](mailto:sharyn.donnell@louisiana.edu)

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