



## Position Description 9/14/18

<b>POSITION TITLE:</b>	Director of Development, College of Education & Human Development and College of Nursing & Professional Disciplines (Exempt)
<b>DEPARTMENT:</b>	Development
<b>REPORTS TO:</b>	VP of Development, Major Gifts; Dean of the College of Education & Human, and Dean of College of Nursing & Professional Disciplines Development
<b>SUPERVISES:</b>	No supervisory responsibilities

### **POSITION SUMMARY**

Reporting to the VP of Development, Major Gifts, the Director of Development will work closely with the Deans of the College of Education & Human Development and College of Nursing & Professional Disciplines, as well as faculty to enhance and support their fundraising efforts. This position will split time 50/50 between the two colleges. S/he is responsible for the qualification, cultivation, and solicitation of individual prospects capable of giving in excess of \$25,000. The Director of Development will be responsible for all major gifts fundraising within the two colleges and UND, including arranging visits with individuals, corporations, foundations and the development of proposals for private funding. This position is responsible for expanding the organization's donor base by forging new relationships with potential donors of all levels. S/he is responsible for building and maintaining a portfolio of 150-175 major gift prospects and soliciting them for multi-year pledges. The Director of Development will actively engage the prospects in the portfolio and schedule approximately 150-180 personal visits annually.

### **ESSENTIAL FUNCTIONS**

FUNDRAISING – 100%

1. Work with the VP of Development, Major Gifts and the College of Education & Human Development and College of Nursing & Professional Disciplines departments to create and implement a development plan for each college.
2. Work in conjunction with the VP of Development, Major Gifts to establish performance goals in assigned areas, monitor progress against goals and devise strategies to ensure success in meeting these goals.
3. Qualify, cultivate, solicit and close major and planned gifts from individuals, corporations, foundations, and friends to reach predetermined goal while maintaining and growing existing relationships to benefit UND.
4. Communicate and advocate the needs of UND and the College of Education & Human Development and College of Nursing & Professional Disciplines to prospective donors.
5. Traveling regionally and nationally as well as attend evening, weekend activities, and appropriate events, programs and meetings.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

Education: Bachelor's degree required.

Experience: 2-5 years' experience in fundraising, preferably higher education or demonstrated success in customer/client relations or sales management.

### **PHYSICAL REQUIREMENTS**

Ability to work for extended periods at computer workstations, including keyboard and visual display terminal.

Finger, hand, and wrist dexterity.

Ability to see, read, and comprehend written materials.

Ability to travel independently via car and air

## **COMPETENCIES**

Knowledge of fundraising process and ability to solicit donations  
Excellent organizational skills  
Excellent problem solving skills  
Resourceful and willing to take initiative  
Excellent oral and written communication skills  
Strong interpersonal skills  
Ability to stay on task within the context of the big picture goal  
Ability to handle sensitive and confidential matters with appropriate discretion  
Demonstrated integrity  
Ability to work in a fast paced environment  
Self-motivated and confident  
Attention to detail  
Ability to adjust effectively to dynamic situations  
Ability to work both independently and collaboratively  
Awareness to culturally inclusive initiatives

*Reviewed September 2018*