



Position Description – 5/1/19

POSITION TITLE: Director of Development, School of Law (Exempt)
DEPARTMENT: Development
REPORTS TO: VP of Development, Major Gifts and Dean of the School of Law
SUPERVISES: No supervisory duties

POSITION SUMMARY

Reporting to the VP of Development, Major Gifts, the Director of Development will work closely with the Dean of the School of Law and faculty to enhance and support their fundraising efforts. S/he is primarily 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 major gifts fundraising within the School of Law and UND, including arranging cultivation and solicitation 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 and 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 School of Law department to create and implement a development plan for the School of Law.
2. Work in conjunction with the VP of Development, Major Gifts and the Dean 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 School of Law 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; J.D. or other graduate/professional degree preferred.

Experience: 3-7 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 relate well to legal professionals
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

Reviewed April 2019