



## Position Description 4/1/19

<b>POSITION TITLE:</b>	Director of Development, Energy & Environmental Research Center and Center for Innovation
<b>DEPARTMENT:</b>	Development
<b>REPORTS TO:</b>	VP of Development, Major Gifts <b>and</b> Directors for EERC and CFI
<b>SUPERVISES:</b>	No supervisory responsibilities

### **POSITION SUMMARY**

The Director of Development for EERC (Environmental Research Center) and CFI (Center for Innovation) will support the overall development and fundraising efforts for the two entrepreneurial centers. Reporting to the Alumni Associations' VP of Development, Major Gifts, the Director of Development will work closely with the Directors of EERC & CFI and faculty to enhance and support their existing fund-raising efforts. S/he is primarily responsible for the identification, qualification, cultivation, and solicitation of corporate and individual prospects capable of giving in excess of \$25,000. The Director of Development will be responsible for all major gifts fundraising within the EERC, CFI 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 75-100 major gift prospects to include individuals, corporations, and foundations, soliciting them for both one-time and multi-year pledges. The Director of Development will actively engage the prospects in the portfolio and schedule approximately 120-150 personal visits annually.

### **ESSENTIAL FUNCTIONS**

#### **FUNDRAISING – 100%**

1. Work with the VP of Development, Major Gifts and EERC & CFI to create and implement a development plan for the two units.
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. Develop strong relationships with campus and community networks to understand the intellectual talent and IP work being generated.
4. Build relationships with alumni, friends, and industry partners to support fundraising efforts for EERC & CFI, to include commercialization of research for start-up funding, scholarships, licensing of IP, and research funding support to expand opportunities for new discovery and more.
5. Qualify, cultivate, solicit and close major and planned gifts from individuals, corporations, foundations, and friends to reach predetermined goals while maintaining and growing existing relationships to benefit each unit and UND.
6. Communicate and advocate the needs of UND and EERC & CFI to prospective donors.
7. 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:** 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

Understanding of the research commercialization process and funding needs

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

*Updated March 2019*