

**Position Description 3/1/2020**

**POSITION TITLE:** Director of Development, College of Arts & Sciences (Exempt)  
**DEPARTMENT:** Development  
**REPORTS TO:** VP of Development **and** Dean of the College of Arts and Sciences  
**SUPERVISES:** No supervisory responsibilities

**POSITION SUMMARY**

Reporting to the VP of Development, the Director of Development will work closely with the Dean of the College of Arts & Sciences and faculty to enhance and support their fundraising efforts. S/he is primarily responsible for the identification, 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 College of Arts & Sciences 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 80-100 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 160-180 personal visits annually.

**ESSENTIAL FUNCTIONS**

**FUNDRAISING – 100%**

1. Work with the VP of Development and the College of Arts & Sciences to create and implement a development plan for the College of Arts & Sciences.
2. Work in conjunction with the VP of Development 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 College of Arts & Sciences to prospective donors.
5. Traveling regionally and nationally as well as attend evening, weekend activities, and appropriate events, programs and meetings.
6. Engage with and cultivate prospects from the College Advisory Board; participate in fall and spring Advisory Board Meetings and communicate goals and achievements with board members.

**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

*Reviewed October 2018*