



Job Title	Associate Director, Development	Job Code	AV0520
Pay Plan	A&P	Pay Grade	19
Union	Non-Union	FLSA Status	Exempt
Job Family	Advancement	Union Code	0
		Subfamily	Development

Job Family & Subfamily Summary

Advancement Professionals lead, coordinate or support activities related to fundraising and public relations targeting current and potential donors and the alumni community.

Development Professionals coordinate and direct development activities for a particular school or college within the institution; responsible for planning, implementing and coordinating of all fundraising activities for designated program; plans and carries out the institution's program of soliciting major gifts. Includes Planned Giving, Principal Gifts, Regional Development, Corporate/Foundation Relations, Athletics Development and College-based development officers.

Job Summary

Develops and implements annual strategic fundraising plans for each assignment in collaboration with senior leadership. This role implements prospective donor outreach plans through identification of new prospects and cultivation of existing contacts. This position also provides support for volunteer programming.

Representative Duties

1.
 - Manages the identification, cultivation, and solicitation of major gifts from individuals, corporations, foundations, and professional groups in support of strategic program priorities
 - Identifies and maintains an active pool of prospects under management
 - Coordinates donor recognition and stewardship events in support of fundraising goals
2.
 - Ensures all contacts are entered into the donor/alumni database
 - Meet performance objectives by maintaining a high level of development activity that results in funding and in the identification of "new" prospects each year
3.
 - Provides support for volunteer development efforts and assists in the recruitment of targeted individuals for boards
 - Works with specific companies and community agencies to interface for academic programs and activities
 - Researches specific needs and project requirements and records all proposal activity in donor/alumni database

Education, Experience, Skill Requirements		
	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands
Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.