



<b>Job Title</b>	Development Director I, II, III, IV		<b>Job Code</b>	AV0523, AV0524, AV0526, AV0529	
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	20, 21, 22, 23	<b>FLSA Status</b>	Exempt
<b>Union</b>	Non-Union		<b>Union Code</b>	0	
<b>Job Family</b>	Advancement		<b>Subfamily</b>	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 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**

Accountable for the discovery, cultivation, solicitation, and stewardship of major gift prospects. Represents the entire range of University needs and priorities, and maintains a portfolio of prospects, and donors as well as those with multiple or special philanthropic interests. Develops and implements a yearly strategic fundraising plan.

**Representative Duties**

1.
  - Manages the identification, cultivation, and solicitation of major gifts 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.
  - Meets performance objectives by maintaining a high level of development activity that results in funding and the identification of "new" prospects
  - Ensures all contacts are entered into the donor/alumni database
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
  - Research 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)		
<b>Work Experience</b>		
6+ years of relevant work experience		
<b>Additional Requirements</b>		
<ul style="list-style-type: none"><li>Flexibility in work hours to accommodate some evening and weekend events</li></ul>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

## Level Addendum

*Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.*

### Level I

High level fundraiser

### Level II

High level fundraiser (progressively increased fundraising expectations dependent upon unit prospects and capacity), supervisor of lower level position with fundraising responsibilities, functional title Sr. Director

### Level III

High level fundraiser (progressively increased fundraising expectations dependent upon unit prospects and capacity), responsible for college fundraising staff, functional title Executive Director

### Level IV

**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.**