



University of New Haven

Search 17-91A Director of Development

The Director of Development exists to advance the University of New Haven's fundraising efforts by securing current and deferred gifts from constituents throughout the University's five colleges. He/she is responsible for cultivation, solicitation and stewardship of individual prospects/donors at the five and six-figure level engaging in a highly active level of planned cultivation and solicitation activity including face-to-face visits to achieve fundraising goals.

The Director of Development will collaborate with the Vice President for University Advancement, Associate Vice President for Development, Development Directors and Stewardship to ensure donor centric strategies are developed to maximize philanthropic results.

SUPERVISION RECEIVED:

The Director of Development is a member of the Office of Advancement and reports directly to the Associate Vice President for Development.

SUPERVISION EXERCISED:

None

CORE DUTIES:

- ◆ Work with the Associate Vice President for Development to establish a plan, including specific goals and timetables, to raise major gifts required within the scope of campaigns or other fund-raising needs.
- ◆ Initiate and maintain relationships with an assigned pool of major gift prospects and donors engaging in a highly active level of planned cultivation and solicitation to assure achievement of major gift fund-raising goals.
- ◆ Qualify and cultivate new major gift prospects.
- ◆ Design specific strategies for the cultivation and solicitation of major gift prospects; prepare and compile applicable presentations and written proposals
- ◆ Work with appropriate university staff to assure effective coordination of cultivation activities.
- ◆ Facilitate the implementation of cultivation and stewardship plans working with other key areas of advancement and the colleges.
- ◆ Support the President, Deans, program directors and relevant faculty in major gift related development activities.
- ◆ Meet monthly and annual metrics and fundraising goals.

- ◆ Work closely with the Associate Vice President for Development to assure the development of relationships with major gift prospects and donors that will maximize their giving potential over time.
- ◆ Incorporate moves management in all activity with prospects, ensuring the complete and timely recording of information for prospects through appropriate documentation in the form of contact reports and strategy statements within the Raiser's Edge database.
- ◆ Incorporate planned giving vehicles when appropriate, in coordination with the Director of Gift Planning.
- ◆ Support the activities of Alumni Relations collaborating on the engagement of major gift prospects within the university.
- ◆ Coordinate special activities and "mini campaigns" with Deans and others involving appropriate constituents, when deemed necessary and appropriate.
- ◆ Provide timely and accurate reports of major gift activity and results to the Associate Vice President for Development.
- ◆ Serve as liaison to an Advisory Board for one of the Colleges; working closely with the Dean to recruit members and ensure board productivity.
- ◆ Serve as liaison with legal and financial experts as needed.
- ◆ Perform other duties as assigned.

QUALIFICATIONS:

- ◆ At least five years as a major gifts officer, with significant demonstrable success in securing six-figure gifts.
- ◆ Thorough knowledge of development principles and moves management with a minimum of five years' experience in face-to-face fund raising, preferably within a higher education or comparably complex non-profit environment.
- ◆ Bachelor's degree. Graduate degree is a plus.
- ◆ Excellent written and verbal communications skills.
- ◆ Excellent time management skills, ability to prioritize and problem solve while executing multiple tasks, meet deadlines and work in a fast-paced environment.
- ◆ Demonstrated initiative and creativity.
- ◆ Strong interpersonal skills.
- ◆ A level of professional maturity, judgment and decisiveness to motivate and be a leader among colleagues and to inspire confidence among donor prospects.
- ◆ Working knowledge of relevant basic regulations and laws pertaining to philanthropy.
- ◆ Familiarity with fund-raising software programs, experience with Raisers Edge is preferred.

How to Apply: Please submit your resume, cover letter, and three references via email to hrdept@newhaven.edu. Please make sure to reference search # 17-91A in the subject line

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