

**POSITION DESCRIPTION**

<b>Position Title:</b>	Associate Director or Director of Development
<b>Department:</b>	Development
<b>Time Assignment:</b>	Full time
<b>Exemption Status:</b>	Exempt
<b>Reports To:</b>	Vice President of Development
<b>Effective:</b>	November 2016

**Position Summary:**

Responsible for identification, cultivation, solicitation and stewardship of an assigned portfolio of leadership (\$1M+) and major gift prospects and donors (\$25K+). Utilize a comprehensive prospect management and research system to develop strategic plans for these prospects and document efforts to build enduring relationships that maximizes philanthropy for NDSU. Partner with NDSU campus leaders and other development directors to assist in execution of these priorities to meet the goals of the university's strategic vision and mission.

**Primary Responsibilities:**

1. Develop, implement and evaluate strategic plans focused on securing leadership (\$1M+) and major (\$25k+) gifts.
2. Utilize comprehensive prospect management and research system to assist in implementation of strategic plans and other actions.
3. Manage an assigned portfolio of 100-150 constituents including, alumni, friends, companies and charitable foundations in collaboration with the dean of the assigned college. This includes: Initiating contacts with potential leadership and major gift donors; Developing appropriate cultivation strategies for them, including working with volunteers, campus partners and other development officers; Moving potential donors in an appropriate and timely fashion toward solicitation and closure; Stewarding donors.
4. Work collaboratively with advancement officers of assigned academic unit. Offer prospect strategy counsel to the Vice President of Development. Be a resource for development and advancement staff, from identifying potential volunteer connections to knowing about meeting and event spaces in key locations.
5. Focus on securing support for assigned academic unit that include academic programs, endowed chairs, scholarships, unrestricted support, facility renovations, new facilities and other campus and foundation priorities.
6. Job requires extensive overnight travel nationally and weekend commitments.

**Essential Functions:**

1. Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

## Tasks:

- a. Efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.)
  - b. Maintain files accurately, in paper and in software programs
  - c. Maintain records and prepare reports
  - d. Handle multiple tasks simultaneously
  - e. Plan, prioritize and meet deadlines
2. Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.

## Tasks:

- a. Interact in an effective and appropriate manner with diverse populations, internal staff, University community and the public

3. Work cooperatively and effectively with others to resolve problems and make decisions that enhance organizational effectiveness.  
Tasks:
  - a. Maintain confidentiality of records and information
  - b. Display excellent judgment and decision making
  - c. Follow through on projects with little supervision
  - d. Identify problems
4. Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

**Minimum Qualifications:**

1. Bachelor’s degree
2. Minimum of two years or more in major gift, planned gift, leadership development or similar comparable professional experience that would lend to transferable skills.
3. Experience in creating and executing strategic plans
4. Strong analytical skills
5. High level of integrity, dependability and sound judgment
6. Exceptional organizational skills and ability to manage multiple tasks and meet deadlines
7. Ability to lead and motivate volunteers
8. Strong interpersonal skills with a collaborative approach to building teams and fostering a best place to work culture
9. Excellent communication skills
10. Strong technology skills
11. Willingness and ability to travel

**Preferred Qualifications:**

1. Master’s or other advanced degree
2. Strong background in a higher education environment from an institutionally-related foundation setting
3. CFRE certification or similar professional certification designation

**Physical Demands:**

Lifting 25 lbs. maximum. Transport boxes and other items. Manage long periods of computer work i.e.: eye strain and sitting at a desk. Manage long periods of standing while working at events.

**The position description is not intended to be an all-inclusive list of job responsibilities, duties and requirements: but to describe the standard level of work being performed. Employees may be required to perform other duties as assigned or as required by the needs of the business. The NDSU Foundation and Alumni Association reserves the right to add or change the duties of the position at any time.**

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Employee’s Signature

\_\_\_\_\_  
Date

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Supervisor’s Signature

\_\_\_\_\_  
Date