



Position Description – 8/1/17

POSITION TITLE:	Associate Director of Development, Division of Student Affairs & Diversity (Exempt)
DEPARTMENT:	Development
REPORTS TO:	Chief Executive Officer and Vice President of Student Affairs & Diversity
SUPERVISES:	No supervisory duties

POSITION SUMMARY

Reporting to the Chief Executive Officer, the Associate Director of Development will be responsible for annual and long-term financial support from donors. This individual's target group will be the cultivation and solicitation of individual prospects capable of giving \$5,000+.

The Associate Director of Development will manage a prospect pool of donors and deliver a broad-based, segmented strategy to increase the number of donors and upgrade the giving levels of existing donors participating in annual giving.

Primary responsibilities will be a focus on building relationships with assigned prospects and donors, developing giving strategies, proposals and closing gifts. Travel will be minimal and hours could be variable.

The primary area served will be the Division of Student Affairs & Diversity. S/he will work closely and collaboratively with the entire Development, Alumni Relations and Communications team to assure that fund-raising opportunities are maximized.

ESSENTIAL FUNCTIONS

FUNDRAISING – 75%

1. Manages relationships with prospective and existing mid-level and major donors to include qualifying, cultivating, soliciting, and stewarding in order to ensure current and sustainable support.
2. Communicate and advocate the needs of UND and the Division of Student Affairs & Diversity to prospective donors.
3. Involve and engage defined prospects, including parents of current students to establish, maintain, and grow relationships.
4. Attendance at appropriate divisional and departmental evening, weekend activities, events, programs and meetings is required, along with potential regional and national travel.

OTHER – 25%

1. Develop networks with assigned faculty/staff and student groups to keep current on all activities.
2. Serve as a liaison to assigned University Leadership or assigned area of representation.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education: Bachelor's degree required.

Experience: 1-3 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
Demonstrate 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
Ability to work effectively with individuals from diverse backgrounds

Updated July 2017