



Director of Development

Position Summary:

The Director of Development (DoD) is a leader on the development team within the Division of Institutional Advancement. A successful DoD will be a proactive and collaborative member of this dynamic team and a champion for the College's highest funding priorities as we continue to plan for its next campaign. One of the College's core values is integrity, and the DoD will help foster a community that demonstrates respect for self, others and place.

The DoD develops and manages key major donor relationships to secure gifts for the College's top strategic priorities. The DoD aligns with the College's School of the Arts and Division of Student Affairs to secure and grow major gift commitments. The DoD is responsible for raising approximately \$2,500,000 in new commitments annually. In addition, the DoD is responsible for managing, mentoring and training two-three direct reports, ensuring that annual major gift team goals and objectives are met.

Minimum Requirements:

Bachelor's degree and five (5) years of related experience in alumni/development activities that demonstrate leadership and accomplishment in moves management, gift solicitation and closes at \$50,000+. Strong organizational capabilities are required as is demonstrated ability to work independently and effectively with many constituencies and partners in a university or non-profit setting. Willingness to travel will be essential. Other important characteristics of the DoD include a strong work ethic, personal integrity, excellent communication, the ability to prioritize projects and support a collaborative approach to development and fundraising planning. Preference will be given to individuals with five years of higher education development or alumni engagement experience and who can demonstrate successful results and increased responsibility over time.

Candidates with an equivalent combination of experience and/or education are encouraged to apply. Must have excellent written and oral communication skills. Must be able to work on several projects concurrently while meeting deadlines. Analytical skills are required. Ability to develop solicitation strategies around top university objectives/funding priorities.

This position is hybrid work eligible (works remotely at least 1 day per week but not full time).

Job Duties:

School/Unit Development Liaison- 30%

- In addition to securing major gifts for key institutional priorities, the DoD is responsible for growing the major gift programs within the School of the Arts and Division of Student Affairs.
- In collaboration with the school/unit leaders, establishes and reports progress toward fundraising goals and projections through annual planning.
- Emphasis is placed on strategic identification, assignment, advancement, solicitation and stewardship of philanthropic partnerships at gift levels of \$50,000-\$100,000 or greater.
- Works both independently to advance these relationships and in partnership and collaboration with colleagues.

Portfolio Management: 35%

- Manages the advancement of a dynamic portfolio of major gift prospects in all phases of cultivation, solicitation, and stewardship, with an emphasis on donors capable of philanthropic support at levels of \$50,000-\$100,000 or greater.
- Coordinates customized solicitation strategies in collaboration with strategic internal partners to include: Advancement Services; Research; Corporate and Foundation Relations; Planned Giving; Marketing and Communications; Alumni Affairs; Academic Affairs; and the President's Office to advance institutional fundraising priorities.
- Plans and executes trips to engage these prospective donors one-on-one, when possible building schedules around those of campus leaders as well as Alumni Association or Admissions events with the goal of including campus leaders on these trips when appropriate.

Team Management: 25%

- Manages and strategically plans the activity and productivity of 2-3 direct reports, providing feedback and suggestions for major gift program enhancement.
- Oversees recruitment, training and retention, as well as associated personnel budgets.
- Provides regular guidance and mentoring and completes annual performance reviews for direct reports.
- Ensures the team's high level of communication, coordination and engagement with the Executive Director of Major, Planned and Leadership Giving, Vice President of Development, fellow members of Institutional Advancement, campus partners and donors in the execution of the College's major gift activity.

Leadership Team: 10%

- Exemplifies the College's core values with specific focus on integrity, diversity, equity and inclusion and innovation.
- Serves as a member of the development leadership team to facilitate an integrated effort for the department on and off campus.
- Maintains a productive and collaborative working relationship with Institutional Advancement colleagues and campus partners where cooperation is essential to effective Development programs.
- Assists with special events and represents the College of Charleston to advance internal and external partnerships. Represents the College and Development Office at both on- and off-campus events.
- Participates in preparation of Institutional Advancement's quarterly and fiscal year workplans.

Salary Range: \$77,169 - \$95,000

**Salary is commensurate with education/experience which exceeds the minimum requirements.

Quick link to Apply: <https://jobs.cofc.edu/postings/13012>