

**AFP Charlotte Chapter
Job Opportunities Service**

Position Available

Name of Organization: UNC Charlotte

Title of Position: Director of Development for The Graduate School

Date Position Available: Immediately

Position Reports To: Senior Director of Development

Position is: Full Time

Responsibilities: The University of North Carolina at Charlotte announces an exciting opportunity to join a dynamic and growing development team as Director of Development for the Graduate School.

JOB DESCRIPTION:

The Director of Development will function as the Division of University Advancement's representative for the Graduate School.

Reporting to the Senior Director of Development in the Division of University Advancement and working closely with the Dean of the Graduate School, the Director of Development is responsible for using moves management principles to identify, cultivate, and solicit alumni, parents, and friends of UNC Charlotte for gifts of \$25,000 and above for the programs of the College. The Director is responsible for working with the Office of Alumni Affairs, the Office of Public Relations, the Office of Marketing Services, and the Director of University Communications in the division of University Advancement to promote the College to external constituents. Working in partnership with the Dean of the Graduate School, the Director will provide leadership by working toward major gifts to build the College's endowment and to establish distinguished professorships, scholarships, lectureships, and community outreach programs.

RESPONSIBILITIES:

The Director of Development will in all cases develop plans in collaboration with the Dean of the Graduate School and jointly plan with the staff to implement the necessary programs to realize the fundraising goals of the Graduate School. The Director of Development is responsible for managing his/her portfolio of prospective donors, including but not limited to the following:

- The Director will establish contact with alumni, parents, and friends of the University.
- Through personal visits, the Director will establish relationships with prospective donors and will qualify them based on their ability and propensity to make charitable gifts.
- The Director will be responsible for designing and executing strategies to effectively cultivate and solicit prospective donors.
- The Director will negotiate gifts on behalf of the University in accordance with adopted gift acceptance policies and procedures.
- The Director will provide appropriate stewardship and follow through once gifts are made.
- The Director will develop moves management strategies for all prospects and will record all moves within Banner no later than one week after moves occur.
- The Director will work closely with the College Business Officer to maintain and monitor gift transactions and scholarship awards procedures.
- The Director will develop strong working relationships with the Dean of the Graduate School, unit heads, and faculty, and will provide counsel and coordination for all college-specific development efforts. He/she will accompany senior University administrators, deans, faculty, and/or other volunteers on cultivation and solicitation calls.
- The Director will work to help establish Friends/Advisory groups for the Graduate School, and be responsible for soliciting annual gifts.
- The Director will meet regularly with the Senior Director of Development as well as the Dean of the

- Graduate School to discuss goals and monitor progress toward achieving goals.
- The Director will work with the Director of Annual Giving to implement annual giving solicitations.

Qualifications:

The Director must possess a bachelor's degree and a minimum of three years experience in major gift fund raising. Fundraising experience in a university setting is preferred. The Director must demonstrate and articulate an understanding of the central importance of education in promoting the common good. Sound judgment, integrity, creativity, excellent interpersonal and communication skills, a strong work ethic, attention to detail, and the ability to think strategically are essential. The Director must be able to work as part of a team while demonstrating the independence required in managing a portfolio of prospects and multiple projects concurrently. Travel, frequent after-hours work, and some weekend work are required.

Salary Range: Based on experience

Application Procedures and Special Instructions:

Applicants are required to complete an online profile at <http://jobs.uncc.edu>. Please attach a letter of interest, your resume, and the contact information for at least five professional references to your profile. Only electronic submissions will be accepted.

A review of applications will begin immediately and will continue until the position is filled. Minorities and individuals with disabilities are encouraged to apply. AA/EOE. Final candidates are subject to a criminal background check. Salary is competitive and commensurate with experience, and the position has an excellent benefits package. For additional information about UNC Charlotte, visit the website at <http://www.uncc.edu>.

The Association of Fundraising Professionals-Charlotte Chapter (AFP/Charlotte) provides the Jobs Opportunities Service as a service to the community. It is not intended to be an endorsement or recommendation for any job candidates.