## **Director/Associate Director of Development**

## Search #13-19

The University of New Haven seeks a major gift officer to join its expanding, highly successful, centralized Advancement team presently consisting of five major gifts officers. This team is focused on securing current and deferred gifts from constituents throughout the University's five colleges. Candidates will be considered based upon a minimum of three to five years of proven, face-to-face cultivation, solicitation and stewardship experience with individual donors at the six-figure level and above, preferably in an academic setting. Planned giving experience preferred. Knowledge of moves management is highly desirable.

## **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 special projects, campaigns or other ongoing fundraising needs.
- Initiate and maintain relationships with a subset of 150 University major gift prospects and donors. Engage in a highly active level of planned cultivation/solicitation activity to assure achievement of major gift fund-raising goals.
- Meet monthly and annual process and revenue goals.
- Facilitate the implementation of a plan of action/work plan for staff and volunteers involved in major gift fund raising.
- ♦ Support the President, Deans, program directors and relevant faculty in major gifts related development activities.
- Design specific strategies for the cultivation and solicitation of major donor prospects; prepare/review written presentations and materials working with appropriate staff to assure effective coordination of cultivation activity.
- 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.
- Participate in field research through contacts with prospects and volunteers. Provide complete and timely information for prospect records through appropriate documentation in the form of contact reports and strategy statements to be housed in the central Raiser's Edge system.
- ♦ Incorporate planned giving vehicles when appropriate, in coordination with the Associate Vice President for Development.
- Influence and participate in the development of publications, advocacy materials and programs for major gift donors through the Vice President for University Advancement and other appropriate staff, designed to encourage continued participation in major gift fund-raising efforts.
- Coordinate special activities and "mini campaigns" with Deans and others, involving appropriate constituents when necessary and appropriate.
- Provide timely and accurate reports of major gift activity and results to the Associate Vice President for Development and major gift volunteers.
- Serve as liaison to an Advisory Board for one of the Colleges; working closely with the Dean to recruit members and ensure productivity.
- Serve as liaison with legal and financial experts as needed.
- Perform other duties as assigned.

## **Minimum Qualifications Desired:**

- 1. At least 3 to 5 years as a major gifts officer, with significant demonstrable success in securing six-figure gifts.
- 2. Thorough knowledge of development principles and moves management with three to five years' experience in face-to-face fund raising, preferably within a higher education or comparably complex non-profit environment.
- 3. Bachelor's degree.
- 4. Excellent written and verbal communications skills.
- 5. Strong interpersonal skills.
- 6. A level of professional maturity, judgment and decisiveness to motivate fellow staff and volunteers and to inspire confidence among donor prospects and financial and legal professionals.
- 7. Working knowledge of relevant basic regulations and laws pertaining to philanthropy.
- 8. Familiarity with fund-raising software programs.

Additional Qualifications Desired: Masters Degree.

Qualified applicants should submit a cover letter and resume to: hrdept@newhaven.edu

Search Committee #13-19 University of New Haven 300 Boston Post Road • West Haven, CT 06516

You must include the search # in the subject line of your email to be considered for the position

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