

## ASSISTANT DIRECTOR OF DEVELOPMENT \*

### **Function of Job:**

Under administrative supervision of responsible official, manage personnel, financial, and operational activities of portions of the college/university Development Program and/or develop, coordinate, and manage a significant development program for a college/university.

### **Characteristic Duties and Responsibilities:**

1. Direct and oversee the development and implementation of assigned fund raising program(s).
2. Develop and maintain prospective corporate, foundation and individual donor lists.
3. Cultivate and solicit gifts from prospects and meet assigned fundraising goals.
4. Plan fundraising approach and oversee the preparation and distribution of proposals, fund appeals and promotional materials.
5. Communicate effectively with all publics on and off campus, verbally and in writing.
6. Serve as liaison between academic programs, college/university and various constituencies.
7. Write promotional copy and prepare agreements and reports of results.
8. Travel to various regional areas to present proposals, cultivate donors or upgrade relevant knowledge as assigned.
9. Integrate academic development efforts with college/university fund raising priorities and activities through active communication and cooperation between administrative offices.
10. Develop budget requests and manage assigned budgets.
11. Recruit, hire, train, supervise, and evaluate support staff and volunteers.
12. Represent academic programs, college/university at various development-related functions.
13. Perform related duties as assigned.

### **Minimum Acceptable Qualifications:**

1. Bachelor's degree in Business or related field and three years of related experience in fund raising, communications, marketing, public relations, sales or other related field, including one year of supervisory experience.
2. Marketing and organizational skills, with proven ability to represent ideas/concepts clearly and in written form.
3. Tact, diplomacy and ability to work well with people.
4. Effective communication skills, both written and verbal.
5. Computer skills as required by department.

### **Additional Acceptable Qualifications:**

1. Master's degree in Business or related field.
2. Knowledge of the college/university to which assigned.
3. Knowledge of relevant academic disciplines as applicable.

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1/15/07  
System Approval

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2/6/07  
Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\* Revised - Original approved 7/30/76 and revised 5/5/86.