

DIRECTOR OF ADVANCEMENT OPERATIONS AND FUNDRAISER

Function of Job:

Under administrative review of the chief advancement officer, oversee all administrative activities for the office, and serve as liaison, contact and resource person in support of advancement functions, including the coordination of all office communications and serving as liaison with the advancement board.

Characteristic Duties and Responsibilities:

1. Organize and manage office operations and staff.
2. Oversee all daily correspondence, voice messages, appointments, calendar and travel schedule.
3. Compose sensitive correspondence and handle complex contacts between the Advancement office, donors, and gift prospects.
4. Serve as information source for chief advancement officer; ensure continuance of operational functions in her/his absence, and speak on behalf of chief advancement officer.
5. Review and finalize all communications produced by the chief advancement officer and sign on her/his behalf.
6. Act as liaison with board, including preparing and distributing meeting notices and agendas, attending meetings, and taking minutes.
7. Assume responsibility for special administrative, program, or research projects as assigned.
8. Manage requests for public engagements.
9. Serve as a major gift fundraiser for assigned prospect pool and associated fundraising goals.
10. Act in an advisory capacity on university matters involving the advancement office.
11. Arrange meetings, seminars, conferences, retreats, luncheons, dinners, receptions and coordinate reservations/travel and catering arrangements.
12. Hire, train, supervise, and evaluate staff as assigned.
13. Participate in institutional professional development and training.
14. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree and five years of related administrative experience and three years of fund-raising experience with an educational institution or other non-profit organization, including planned or annual giving/capital gift solicitation.
2. Effective communication and interpersonal skills.
3. General knowledge of charitable giving techniques, estate planning and current laws governing charitable giving, as required.
4. Supervisory skills
5. Computer skills as required by office.
6. Knowledge of non-profit sector.

Additional Desirable Qualifications:

1. Work experience in higher education.

3/17/11
System Approval

1/31/11
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.