

DIRECTOR OF DEVELOPMENT-UNH DEPARTMENT/COLLEGE

Function of Job:

Under general direction of chief advancement officer, direct, organize and coordinate departmental/college fund raising efforts, including assisting with the identification, solicitation and stewardship of prospects and donors, traveling to meet with donors, directing planned giving and all major gifts, and supervising annual and capital fund efforts.

Characteristic Duties and Responsibilities:

1. Design, implement, and direct the departmental/college's development program, including establishment of goals, policies and procedures, and short and long range planning in conjunction with the University's overall advancement plans.
2. Working with University Advancement, identify donor prospects, solicit gifts, and develop methods for cultivating, monitoring and acknowledging donors and prospects.
3. Coordinate all development activities for college/department and establish fundraising activities that involve members of the department/college.
4. Solicit and organize volunteers for various fund raising efforts, including the annual fund drive and capital campaign.
5. Provide counsel and advice to fundraising staff on subjects relevant to fund raising, including wills and trusts, corporate giving, IRS regulations, and federal/state regulations pertaining to mailings, gifts, pooled income funds and other deferred gifts.
6. Supervise, train, and evaluate staff; provide professional development for staff.
7. Travel as needed to organize, cultivate, and solicit financial support from parents, alumni, and organizations interested in the department/college.
8. Prepare reports, proposals, brochures, and other materials for various development programs.
9. Prepare and oversee departmental budget.
10. Serve as liaison between department/college and university advancement.
11. Participate in institutional professional development and training.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in marketing, business, or related field and five years of experience in fund raising.
2. Knowledge of ethical fund raising issues and practices.
3. Budget and supervisory experience.
4. Oral and written communication skills.
5. Organizational and interpersonal skills, including tact and diplomacy.
6. General knowledge of charitable giving techniques, estate planning and applicable federal and state regulations.
7. Skill using applicable computer software and programs.

Additional Desirable Qualifications:

1. Fundraising experience related to areas in department/college.
2. Master's degree.
3. Other experience in fund raising areas, such as major gifts, annual funds and planned giving.

3/24/11
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.

