

## FOUNDATION PRESIDENT - UNH

### Function of Job:

Under administrative review of UNH President and Chair of the Foundation Board of Directors, responsible for the management and performance of the Foundation and the coordination of all other fund-raising by or for the University of New Hampshire.

### Characteristic Duties and Responsibilities:

1. Primary spokesperson advocating private support which includes planning and conducting comprehensive fund-raising programs and capital campaigns.
2. Provide leadership in identifying, cultivating and soliciting major gift prospects, using all available information.
3. Manage all aspects of entrepreneurial function, including resource acquisition and financial operations.
4. Oversee annual giving program that supports both UNH and component colleges.
5. Maintain effective relationships with internal and external constituencies, especially alumni, corporate and philanthropic communities.
6. Serve as liaison with University administration in establishing priorities.
7. Supervise and evaluate staff.
8. Develop strategies for approaching potential benefactors.
9. Serve as primary liaison with Foundation Board of Directors.
10. Train and support volunteers to assist Foundation with cultivation of prospects.
11. Develop annual business plans.
12. Perform related duties as assigned.

### Minimum Qualifications:

1. Bachelor's degree and five years of development/fund raising experience
2. Knowledge of tax laws and estate planning.
3. Effective oral and written communication skills.
4. Valid driver's license.
5. Supervisory ability.

### Additional Desirable Qualifications:

1. Master's degree in business, administration or related field.

3/22/99

System Approval

7/27/98

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.**