

VICE PRESIDENT AND EXECUTIVE DIRECTOR OF DEVELOPMENT -
UNH FOUNDATION

Function of Job:

Under direction of Foundation president, conceive, plan, and oversee all areas of fundraising, including capital campaigns, of the Foundation and to measure effectiveness of fundraising efforts.

Characteristic Duties and Responsibilities:

1. With the Foundation president and staff, develop and maintain a comprehensive and strategic fundraising plan for the university.
2. Recruit professional staff and mentor existing staff in individual giving; provide support for high performing programs and the facilitation of close working relationships and collaborations between Foundation staff, administrators, deans, and faculty; assure that fundraisers have strategic coverage and support of all major colleges and academic and co-curricular units.
3. Develop and coordinate annual professional development opportunities for Foundation staff and university faculty, staff, and volunteers to ensure effectiveness and advance university fundraising programs.
4. Create and maintain donor-centered prospect management by working with major gift officers, prospect research and stewardship teams, the university president, deans and other administrators; design the program so that prospects are discovered, assigned, developed and solicited by understanding and matching their interests and relationships with the university's priorities and needs.
5. Integrate and develop annual giving programs that engage increasing numbers of alumni, parents, faculty, staff and individuals in supporting the annual fund.
6. Perform other duties as assigned.

Minimum Acceptable Qualifications:

1. Master's Degree in business, public relations, or related field and six years of fundraising experience, or Bachelor's degree and eight years of experience.
2. Five years of supervisory experience.
3. Ability to measure fundraising effectiveness.

Additional Desirable Qualifications:

1. Experience in all areas of fundraising, including major gifts, annual fund, planned giving and corporate/foundation support.
2. College/university fundraising experience.

10-22-07
System Approval

10-22-07
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.

