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Title: Director of Development

Work Schedule: 8:00 am – 5:00 pm  
Some evenings and weekends required.  
Frequent travel necessary.

Department: Development / Alumni Engagement

Created: 10/2020

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#### Characteristics of the Class:

Reporting to and working closely with the Vice President for Development and Alumni Relations, the Director of Development (DOD) is responsible for creating and implementing an ambitious comprehensive fundraising strategy for the college. The DOD will have primary responsibility for fundraising operations, including driving the internal processes of the department. The DOD will provide oversight for all areas of development and alumni relations including foundation and corporate relations, major gifts, parent programs, annual fund, alumni relations, and donor stewardship. The DOD sits on the VP's leadership team, working collaboratively to advance the goals of the Office of Development and Alumni Relations.

#### Essential Job Functions:

- Manages approximately 50 key major gift prospects with the expectation of visiting each of these at least twice annually, with a goal of shepherding these prospects through the donor cultivation cycle to a successful six or seven-figure gift solicitation. Designs and implements strategy for donor cultivation, solicitation, and stewardship;
- Collects and analyzes data on donors' patterns of engagement and philanthropy at Centre College and uses this information to guide decision making regarding the deployment of staff and volunteer resources;
- Manages direct reports with focus on fundraising success;
- Creates and cultivates a work environment that celebrates diversity and promotes equity and inclusion;
- Meets regularly with staff, individually and as a team;
- Completes administration work related to the budget, performance reviews, managing the office, pipeline development, and benchmarking performance metrics;
- Works collaboratively with other members of the Development and Alumni team for strategic planning and advancing the goals of the division;
- Develops appropriate stewardship for significant donors;
- Frequently staffs Development and Alumni Relations events, both on campus and off campus;
- Appreciation of, a sensitivity to, and respect for a diverse academic environment, inclusive of students, faculty and staff of many social, economic, cultural, ideological, racial and ethnic backgrounds.

#### Marginal Job Functions:

- Contribute to the overall success of the department by performing all other essential duties and responsibilities as assigned.

## Entry Requirements:

### Education and Experience

Bachelor's degree required. Seven to ten years of director fundraising experience is required. Demonstrated knowledge of the donor cultivation cycle is required. Extensive experience in the field of Higher Education is preferred.

This position requires a proven track record as a front-line fundraiser and manager; excellent written and oral communications; experience staffing and collaborating with donors and volunteers; experience in managing staff with a compassionate, clear, and decisive leadership and management style; the highest ethical standards; an entrepreneurial spirit; a nuanced understanding of donors' motivations; creativity; and the ability to travel regularly.

The Director will be a proven leader who values traditions, collaboration, innovation and creativity, and is well versed in current relationship-driven fundraising and alumni engagement strategies and tactics. Successful candidates will bring significant experience in a management role in a fundraising program and possess an authentic commitment to a liberal arts education and the capacity to articulate passionately its value and relevance.

### Knowledge and Skills

Demonstrated success with cultivating, soliciting and closing significant gifts;

Expertise in comprehensive fundraising planning, implementation, and completion;

Experience developing and articulating a strategic vision with measurable goals using data and metrics;

Outstanding relational skills, including an ability and commitment to listening and problem-solving, a desire and ability to earn respect and trust across all levels of the institution;

Demonstrated commitment to diversity and inclusion, especially in the efforts to successfully recruit, develop, and retain top-tier talent;

The skill to advocate for the mission and priorities of the institution and development;

Knowledge of current best practices in Development and Alumni Relations for incorporating technology into fundraising and donor engagement strategies as well as leveraging strategic communications efforts.

### Physical Requirements:

Limited pushing, pulling, lifting. Lifting would not exceed 20 lbs.  
Mobility on campus and ability to travel necessary.