



Job Description

Job Title:	Director of Development		
Department:	Development	Job Type:	Full-Time
Reports to:	Vice President of Development	Pay Type:	Salary – Exempt
		Travel:	50%

Mission

Inspire investment in the University of South Dakota by promoting a culture of leadership, empowerment, and accountability.

Vision

Life-long engagement of alumni to advance the University of South Dakota.

Values

- Y Humility:** not thinking less of yourself but thinking of yourself less.
- O Collaboration:** to be cooperative and work well with others.
- T Innovation:** combining creativity and risk-taking to develop something new and different.
- E Respect:** believing other people, no matter how different from you, are worthy of your consideration and trust.
- S Service:** a focus on enriching the lives of others.

Position Summary

The Director of Development position is a position located in key University of South Dakota markets. Self-starting and results-oriented, this position manages a portfolio of current and potential donors primarily located in their home geographic area, with significant non-regional development work that may be required. Inspiring, soliciting, and stewarding major (\$25,000+) philanthropic gifts that advance the strategic priorities of the University of South Dakota are key for this role. This position works with university leaders to understand and shape philanthropic investment opportunities, and as part of the foundation's development team to collaborate on effective donor cultivation strategies.

Essential Duties and Responsibilities

- In consultation with applicable campaign objectives and through collaboration with university leaders and/or assigned academic units, gain an understanding of and help position donors' strategic university priorities.
- Manage a portfolio of current and potential donors, efficiently building and maintaining relationships intended to result in the solicitation and stewardship of major gifts that advance individual, team, and campaign fundraising goals.
- Travel locally, regionally, and nationally, as required, with overnight and occasional weekend obligations.
- Draft and customize correspondence, proposals, and other written materials for assigned prospects and donors.
- Manage appropriate and effective cultivation and solicitation strategies to move assigned prospects through the gift cycle.
- Ensure consistent, appropriate, and timely stewardship through personal recognition, ongoing communications, and invitations to key events.
- Maintain accurate and detailed records of pertinent communications and contact reports following prospect and donor engagements within the database.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree in business, marketing, communications, or related fields.
- One to three years of combined fundraising, business development, sales, marketing, or communications experience. Experience in fundraising for a higher education institution is preferred but not required.
- Valid driver's license and safe driving record.

Desired Skills and Abilities

- Excellent written, and verbal communication skills, and active listening skills with strong attention to detail.
- Excellent organizational and interpersonal skills, including the ability to manage multiple projects, meet deadlines and work in a fast-paced environment.
- Strong strategic thinking, analytical, and organizational skills with the ability to plan, execute, and follow through.

- Demonstrated ability to carry out effective prospect identification and assessment, engagement and cultivation, solicitation, and stewardship.
- Highly professional and positive demeanor, with the ability to confidently present themselves to high-ranking University officials and donors.
- Knowledge of fundraising, gift acceptance policies, and general information affecting the Foundation's operation.
- Proficient in Microsoft Office Suite or similar software.
- Donor database experience preferred (Raiser's Edge).

Physical Requirements

Position requires sitting, standing, bending, reaching, and some lifting. Requires manual dexterity enough to operate standard office machines such as computers, telephones, and other office and clerical equipment. A normal range of hearing and vision is required.

Employee Statement of Understanding

The information contained herein is not intended to be an exhaustive list of duties and responsibilities related to this position, nor is it intended to serve as an exhaustive list of required skills and abilities. Duties and responsibilities may be modified, assigned, or reassigned, with or without notice, and for any reason, including, but not limited to, reasonably accommodating individuals with disabilities. Regular attendance is a requirement of this position. This position is strictly at-will, meaning the University of South Dakota Foundation expressly reserves the right to terminate employment at any time, with or without reason, notice, or cause. This at-will employment relationship will remain in full force and effect notwithstanding any changes that may occur in position, title, pay or other terms or conditions of employment. The University of South Dakota Foundation is an Equal Opportunity Employee.