  
  
**POSITION VACANCY**

Position Title: **Executive Director of Development** Department: **Institutional Advancement**Wage Class: **Salaried, Exempt, Full-time** Reports to: **VP, Institutional Advancement**

**General Description/Primary Purpose**  
Reporting to the Vice President for Institutional Advancement, the Executive Director for Development is responsible for securing the necessary financial support to sustain and develop Lenoir-Rhyne. This position provides direct oversight of the University's major gifts, corporate and foundation fundraising, annual giving and capital campaigns.   
  
The Executive Director for Development is a key member of the advancement team and an active participant in making strategic decisions affecting fundraising for LR.  Working with the VP, the Executive Director for Development will develop specific metrics and performance plans that hold each unit accountable for overall fundraising goals. In addition, the Executive Director for Development carries a major gift portfolio of prospects.  
  
**Description of Duties and Tasks**  
 1. Directly identify, define and secure funding for the University through various sources.   
 2. Directly supervise fundraising staff, including major gifts and annual giving.   
 3. Aggressively seek new corporate/foundation funding sources.   
 4. Articulate the vision, mission and core values of the University.   
 5. Collaborate with the VP for Advancement and President to establish short- and long-range goals for  
 the development effort, including fundraising strategies and building the case for support.   
 6. Collaborate with other staff within Advancement and key leaders across campus.

**Required Knowledge, Skills and Abilities**  
Candidates must have a bachelor's degree and a minimum 3-5 years of experience.  
Demonstrated successful and progressively responsible fundraising management experience in higher   
 education.  
Experience with corporate and foundation gifts.   
Major, comprehensive or capital campaign management experience.  
Familiarity with Blackbaud advancement databases.   
Excellent communication skills.  
Ability to work independently and as a part of a collaborative team.  
Must be a creative and effective leader with expertise in strategic planning, program implementation,  
 personnel management, and accountability.  
Must be able to work in a fast-paced office environment.  
Valid driver’s license.  
Ability to travel in and out of state.

**Application Details**To complete the online application process (required), candidates are directed to: <http://www.lr.edu/employment>.

While completing the application process, candidates will be prompted to submit a Letter of Application and a resume (including the names and addresses of three references at the end of the resume). The application letter should discuss specifically how one’s professional experiences and perspectives relate to the needs of the position and of Lenoir-Rhyne University. (The University’s mission, vision, and values statements may be reviewed at: <http://www.lr.edu/about>.) Any questions regarding the position or the search process should be submitted electronically to Ms. Catherine Niekro, Vice President for Institutional Advancement at cat.niekro@lr.edu

**About Lenoir-Rhyne University**

Lenoir-Rhyne University is a co-educational, private comprehensive liberal arts institution founded in 1891, with its traditional campus located in Hickory, North Carolina, a town of over 40,000, and additional campuses in Asheville and Columbia, SC. Situated in the foothills of the Blue Ridge Mountains, Lenoir-Rhyne is about an hour drive from Charlotte, Winston-Salem, and/or Asheville. By combining the liberal arts with professional studies, the University joins a rich foundation in the arts, humanities, social sciences, languages, religion, and natural sciences with over 50 undergraduate majors and over 25 master’s degree programs. With record enrollments each of the last eight years, the institution now enrolls over 2500 students at its three locales, and it anticipates continued managed enrollment growth over the coming years as it expands upon its mission. In pursuit of the development of the whole person, Lenoir-Rhyne University seeks to liberate mind and spirit, clarify personal faith, foster physical wholeness, build a sense of community, and promote responsible leadership for service in the world. Affiliated with the Evangelical Lutheran Church in America (ELCA), Lenoir-Rhyne promotes a diverse campus open to people from all religious backgrounds. It is an EOE/AA employer under all applicable civil rights laws. Women and minorities are encouraged to apply.