



Working Title Associate Director of Philanthropy

Department College of Natural Resources

About the Department **North Carolina State University** was founded in 1887 to create economic, societal, and intellectual prosperity for the people of North Carolina. Today NC State is the largest university in North Carolina, with more than 37,000 high-performing students, 9,000 preeminent faculty and staff, and 260,000 alumni. NC State is a research-extensive university known for its leadership in science, technology, engineering, and mathematics. We're also at the forefront of teaching and research in agriculture, business, design, education, humanities and social sciences, natural resources, textiles, and veterinary medicine. NC State is consistently named as one of the best values in higher education, and many of our programs are ranked at the top of their respective disciplines. We take a great deal of pride in our collaborative, supportive, and collegial team culture. All staff are provided opportunities for training and professional development, with an eye to personalized career growth.

About the College of Natural Resources:

The College of Natural Resources at NC State has a long tradition of excellence in teaching, research, extension and outreach that empowers our students, faculty and stakeholders to better our planet, communities, industries and economy.

The college is the number one public school in North Carolina for the study of natural resources and conservation (College Factual) and aspires to build a world in which everyone is welcomed and empowered to explore, protect and enjoy the full diversity of our environment and communities while building justice and sustainability for all.

For almost a century, we have served vital industries in North Carolina including the state's largest manufacturing sector—forestand wood products; its largest service sector—tourism; and more than half a million forest landowners. Together, these industries sustain more than half a million jobs and generate \$50 billion in annual economic impact.

The mission of the Office of Advancement at the College of Natural Resources is to increase private financial support through strategic engagement and advocacy among all constituencies in order to advance the vision and priorities of the College, as defined by the College's strategic plan.

Essential Job Duties

The Associate Director of Philanthropy is responsible for the identification, qualification, cultivation, solicitation, and stewardship of donors with the capacity to give at the level of \$25,000-\$99,000. They will be a highly motivated professional who will be deeply involved in the fundraising efforts in support of all departments in the College of Natural Resources (CNR). This position will have an emphasis on individual donors and developing a pipeline for major gifts. Solicitations will be multi-channel, including, but not limited to, phone calls, mail, emails, and personal meetings. Reporting to the Assistant Dean of Philanthropy in CNR, this position will serve as a member of the CNR Advancement team.

Duties and Responsibilities include but are not limited to:

- Through strategic identification, qualification, and cultivation, build and manage a pipeline and portfolio of individual prospects with the capacity and inclination to make gifts of \$25,000-\$99,999 to CNR.
- Consistently meet individual discovery, contact and fundraising goals including monthly meetings and participation in annual solicitations; document all development activities in a timely manner.
- Focus on creating a new portfolio of donors by managing and moving efficiently through the discovery and qualification process.
- Assist the college's advancement team in developing and implementing strategies for cultivation, solicitation, stewardship and recognition, ensuring that prospects are advanced through the pipeline in a thoughtful and deliberate manner. Coordinate and host campus visits with donors, and participate in donor recognition.
- Develop strategic relationships among faculty, alumni, friends, and campus colleagues that result in effective partnerships and increased philanthropic funding.
- Represent CNR at college and university-wide donor events.

Other Responsibilities

- Perform other duties as required or assigned.
- Attend a variety of events throughout the year.
- Regular travel and occasional night and weekend work is required.

Qualifications

Minimum Education and Experience Requires a relevant post-Baccalaureate degree with a minimum of three (3) years or greater of related professional experience, or a relevant undergraduate degree and a minimum of five (5) years or greater of relevant experience may be substituted for the advanced degree.

Other Required Qualifications

- Demonstrated knowledge of principles, practices, and ethics of fundraising
- Excellent written and verbal communication skills; outstanding interpersonal skills
- Proven experience with cold calling, negotiating, and closing business deals / gifts. Ability to build trust-based, respectful and effective relationships in a large, complex organization
- Commitment to a collegial and collaborative team approach to fundraising
- Strong organizational skills with a high attention to detail; ability to manage multiple and competing priorities
- Self-motivated and self-starting
- Unquestioned integrity
- Optimism, perseverance, and a positive attitude
- Computer literacy and competency

Preferred Qualifications

- Personal belief in mission, goals, and objectives of public higher education
- Experience in higher education institutional advancement
- An understanding of the land grant, research Tier One university environment
- Familiarity with NC State University

Required License(s) or Certification(s) A valid North Carolina Driver's License is required within 60 days of start date. Must be maintained as a condition of employment. Regular local travel and some regional/out-of-state travel is required for this position.

NC State University is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sex, gender identity, age, sexual orientation, genetic information, status as an individual with a disability, or status as a protected veteran. Individuals with disabilities requiring disability-related accommodations in the application and interview process are welcome to contact 919-515-3148 to speak with a representative at the Office of Institutional Equity and Diversity.

If you have general questions about the application process, you may contact Human Resources at (919) 515-2135 or workatncstate@ncsu.edu.

Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. Degree(s) must be obtained prior to start date in order to meet qualifications and receive credit.

NC State University participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

