



**Working Title**

Director of Philanthropy

**Department**

University Development, Central / Regional Major Gifts

**About the Department**

North Carolina State University was founded in 1887 with the purpose of creating 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.

The mission of University Development within the Division of University Advancement at NC State is to raise philanthropic support for university goals and priorities that benefit our students, faculty, this campus and ultimately, the state of North Carolina. The department includes the offices

of Central Major Gifts, Corporate and Foundation Relations and Gift Planning.

**Essential Job Duties**

The Director of Philanthropy is responsible for identifying, qualifying, soliciting, and stewarding major gift donors to NC State University. This position will focus on a specific assigned region to maximize support to all areas of the University. As appropriate, the Director will also identify and coordinate the management of key volunteers in assigned regions. The Director will be expected to manage a portfolio of discovery and actively managed prospects while also collaborating with fundraising colleagues across campus.

**Duties and responsibilities include:**

- Identification, qualification, cultivation and solicitation of prospects to create and grow a pipeline of major gift (\$50,000 and above) donors.
- Strategic development and management of a portfolio with approximately 150 prospects and donors capable of making gifts of \$50,000 or more.
- Conduct 144 personal meetings with prospects and donors annually and participate in 12 solicitations annually
- Creation and implementation of comprehensive strategies to leverage networks and maximize fundraising results in assigned geographic regions.
- Identification, coordination and management of key volunteers in assigned geographic regions.
- Collaboration with colleagues to help align donors' philanthropic interests with various priorities across campus.
- Coordination of stewardship efforts as needed with appropriate University Advancement and other campus colleagues.

**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.

**Minimum Education and Experience**

Post-baccalaureate credentials or Bachelor's degree from an accredited college or university, plus at least three or more years of experience in major gift fundraising or a closely related field (such as sales or wealth management).

**Other  
Required  
Qualifications**

- Proven experience and demonstrated success in major individual gift fundraising, preferably in higher education, with a deep understanding of cultivating and soliciting prospects
- Knowledge of the principles, practices, and ethics of successful fundraising and comprehensive capital campaigns
- Proven relationship builder with the ability to form trusting relationships and work collaboratively with faculty, administrators, volunteers, alumni and colleagues
- Strong organizational and analytical skills, with a high attention to detail and processes
- Excellent listening, communication, interpersonal skills; ability to communicate clearly in person and in writing
- Ability to manage competing priorities and meet deadlines in a dynamic team environment
- Unquestioned integrity
- Self-motivated and driven with an entrepreneurial approach to problem solving
- Optimism, perseverance and a positive attitude
- Computer literacy and competency with electronic donor information systems; including Microsoft Office Suite and Google Suite.
- Ability to travel around the region and to other areas of the country
- Ability to work evenings and weekends as required

**Preferred  
Qualifications**

- Volunteer management experience
- An understanding of the land-grant, research Tier One university environment

**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](mailto: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.