Director of Alumni & Donor Relations – College of Sciences

**Essential Job Duties**

* The Director of Alumni and Donor Relations will report to the Assistant Dean for Advancement and shall have responsibility for developing and implementing annual and targeted fundraising programs. This position will also have responsibility for developing and managing development events and stewardship programs to cultivate and engage alumni, friends, donors and potential supporters of the College. In addition, the Director will manage and support the College of Sciences Alumni Advisory Board and other alumni- or corporate-based external advisory groups. The Director will also supervise/manage the Associate Director of Alumni & Donor Relations.
* The Director will solicit individuals for support for the college’s Dean Circle giving society, as well as solicit corporate and foundation donors for targeted fundraising appeals and event sponsorships. This position will also have specific responsibility for providing direction and support for quality events, including development, stewardship, and public outreach events that reflect the high stature and academic mission of the College and the University. Emphasis shall be placed on involving teams of volunteers and staff as appropriate, high standards for internal and external customer relations, protocol, and effective management of resources. In addition, this position will be responsible for stewarding the College of Sciences scholarship and endowment programs, as well as assisting with donor-related communications.
* The Director of Alumni and Donor Relations will work closely with the College Advancement team to build and enhance relationships that provide financial support for the College. As part of the College’s senior advancement team, the Director will also assist in providing direction for the College’s comprehensive fundraising programs. All functions require independent initiative and sound judgment, as well as close collaboration with department heads, deans, and other departmental and university personnel.
* Another important aspect of this position is Foundation operations and budget management. The Director of Alumni and Donor Relations traditionally serves as the Secretary of the NC State College of Sciences Foundation. The Director plays a key role in budget management, and supervises the Foundation Business Officer.
* The Director of Alumni and Donor Relations must have demonstrated ability to build effective internal and external relationships, strong organizational and excellent interpersonal skills, originality and innovation, and excellent written and verbal communication skills. The Director must have the ability to handle multiple and competing priorities in a dynamic environment, and still meet deadlines. The successful candidate will be a team player who values and promotes trust in the workplace and strives for excellence in all of her/his endeavors.
* The director will also work closely with Advancement Services on issues of data storage, accuracy and reporting that support the ongoing development and stewardship efforts of the College Advancement team. The director will work with the assistant deans on special projects and perform other duties as assigned. Occasional night and weekend work are an expectation for this position.
* Diversity, inclusion and equity are critical to the success of the College of Sciences and the University. The selected candidate will be expected to foster an environment that is supportive and welcoming of individuals from all backgrounds.

**Minimum Experience and Education**

* A background in fundraising, stewardship and event planning strongly preferred; exceptional organizational and communication skills, with a high attention to detail; the ability to work with faculty, administrators, and volunteers as part of a team in a large, complex research university.
* Preference is for a candidate with five or more years of significant experience working in development, operations or alumni relations in a research-intensive, complex university environment.
* The ability to anticipate organizational needs and proactively provide solutions is also desired.
* Experience in a college-based development office is also a plus.

**Other Required Qualifications**

* The position requires exceptional organizational and communication skills, with high attention to detail; the ability to work with faculty, administrators, and volunteers as part of a team in a large, complex research university.
* The ability to anticipate organizational needs and proactively provide solutions is also desired.
* Strong writing and communication skills are required, as well as the ability to juggle competing priorities in a fast-paced work environment.
* Experience in alumni relations and/or fundraising in a university environment or non-profit environment.
* In-depth familiarity with database management, Microsoft Word, PowerPoint, and Excel.
* Ability to work well with volunteers, alumni, donors, faculty, staff and students.

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