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## **Associate Directors of Development**

We are currently looking to hire two Associate Directors of Development. One will be hired into the the College of Humanities and Social Sciences (CHASS) and the other will be hired into the Division of Academic and Student Affairs (DASA). To be considered for both positions, you must apply to each separately. For more details and to apply to each position, please visit the [Advancement Careers page](https://leadership.ncsu.edu/advancement/careers/).

**About the Department:**

At the College of Humanities and Social Sciences at NC State, we study human thought (the humanities) and action (the social sciences) in a high-tech context. With more than 4,200 undergraduate and graduate students and 42,000+ alumni, the college is the second largest college on campus.

The Office of Development in the College of Humanities and Social Sciences works in close relationship with the dean, faculty, University Advancement and the Alumni Association to develop partnerships with alumni, friends, foundations and other entities. These relationships help drive increased private financial support to advance the vision and priorities of the College. We are donor-centered and focus on connecting individual areas of interest with the college and university’s mission, goals and priorities.

**About the Department:**

The Division of Academic & Student Affairs (DASA) at NC State is a unique organization that integrates curricular and co-curricular components to improve the academic performance of our students and the quality of academic and non-academic experiences at NC State. DASA is committed to providing our students the program and services they need for optimal success (retention, timely graduation, educational and personal growth).

The DASA Development Office was formed in 2014 and is the youngest development office on NC State’s campus. DASA’s raised more than $33 million as part of NC State’s historic $2 billion Think and Do the Extraordinary Campaign. The division has exceptional opportunity for private support. The DASA development team works in close relationship with the Vice Chancellor & Dean for DASA, DASA leadership, University Development, and Alumni Engagement to develop partnerships with alumni, parents, friends and organizations to increase private financial support to advance the vision and priorities of the division. We are donor centered, and focus on connecting individual areas of interest with the mission of the division.

**Essential Job Duties:**

Reporting to the Executive Director of Development, the Associate Director of Development will support the annual fundraising goals benefiting the college/unit. The position works both independently and in conjunction with the college/unit advancement team and Executive Director of Development to build a pipeline of prospects and donors focused on the junior major gift level ($25,000+). The Associate Director of Development will collaborate closely with NC State advancement staff and volunteers in identifying, qualifying, and developing relationships with alumni, parents, and friends to secure private philanthropic support.

**Key responsibilities will include:**

* Through strategic identification, qualification, and cultivation, build and manage a pipeline and portfolio of individual prospects with the capacity and inclination to make current use gifts of $25,000-$99,999
* Consistently meet individual discovery, contact, and fundraising goals and document all development activities in a timely manner.
* Develop strategic relationships among faculty/staff, alumni, parents, friends and campus colleagues that result in effective partnerships and increased philanthropic funding.
* Represent college/unit at 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.

**Minimum Qualifications**

A bachelor’s degree from an accredited college or university is required as well as three or more years of progressive responsibility and experience in institutional advancement or related field such as sales, wealth management, or alumni relations.

**Other Required Qualifications**

* 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
* Self-starter who can work proactively and independently.
* 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
* Commitment to fostering an environment of equity, diversity, and inclusion.
* Friendly disposition and positive, donor-centered 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

Links to Apply:

[Associate Director of Development, Division of Academic and Student Affairs](https://jobs.ncsu.edu/postings/168160)

[Associate Director of Development, College of Humanities and Social Sciences](https://jobs.ncsu.edu/postings/169492)

[Advancement Careers](https://leadership.ncsu.edu/advancement/careers/)

Salary: $65,000 - $70,000