

Senior Director of Development

Posting Details

Posting Information

Posting Number	PG190679EP
Internal Recruitment	No
Working Title	Senior Director of Development
Anticipated Hiring Range	Commensurate upon education and experience
Work Schedule	Mon-Fri, 8am-5pm, occasional night and weekend work is required
Job Location	Raleigh, NC
Department	

About the Department The College of Sciences Advancement Office develops relationships with alumni and other constituents to build philanthropic support for the College.

Essential Job Duties Develop private support for established priorities of College of Sciences by developing relationships with key stakeholders that result in effective partnerships and increased philanthropic funding.

The Senior Director of Development (SDOD) will identify, cultivate, solicit and steward gifts with a focus on increasing the pipeline of major gift (\$50,000 and above) prospects and private support for the College of Sciences. The SDOD is responsible for meeting his/her individual fundraising and contact goals and will provide direction for a portfolio of major gift prospects.

The SDOD will serve as Deputy Campaign Director to the Assistant Dean providing direction for the major gift development program, campaign planning and in relationship building with alumni and other constituents of the college.

This individual will work closely with faculty and volunteers in developing external relationships with potential donors.

The Senior Director will:

- Plan and lead the major gift team meetings and strategy sessions
- Serve as a primary liaison for non-departmental major giving such as The Science House, Women in Science and Engineering (WISE), Society for Multicultural Scientists (SMS), and North Carolina Science Olympiad
- In consultation with the assistant dean for advancement, develop engagement strategies for core constituencies with a particular focus on discovering new highly-rated prospects
- Manage donor discovery events (lunches, dinners and other various programs)
- Serve as the team's primary liaison to Central Major Gifts
- Develop a corporate engagement plan for the College's top corporate prospects

• Work with assistant dean to staff/liaise with Department Heads as appropriate, and assist with implementation of ideas, action items, etc. for major gift related projects/ programs

The Senior Director will participate in developing and managing cultivation and discovery events, and will assist in other projects as appropriate.

Regular travel and occasional night and weekend work is required.

This position will supervise at least 2 permanent employee positions.

Inclusiveness and diversity 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 all groups.

Other Responsibilities

Regular travel and occasional night and weekend work is required.

Qualifications

Minimum Experience and Education Require post-baccalaureate credentials or a bachelor's degree plus alternative or equivalent professional training and experience.

Other Required Qualifications Must have at least three years' experience in major gift fund raising preferably at a higher education institution, exceptional writing, organizational and communication skills, and the ability to work with faculty, administrators and volunteers in a large, complex research university.

Preferred Qualifications Prefer 5 or more years experience in fundraising and proven experience in closing six- and seven- figure major gifts.

Required License(s) or Certification(s) A valid North Carolina driver's license is required within 60 days of start date. Regular local travel and some regional/out-of-state travel is required for this position.

Valid NC Driver's License required Yes

Commercial Driver's License required No

Recruitment Dates and Special Instructions

Job Open Date 11/02/2020

Anticipated Close Date Open Until Filled.

Special Instructions to Applicants

Position Details

Position Number 00100529
Position Type SAAO Tier II
Full Time Equivalent (FTE) (1.0 = 40 hours/week) 1.00
Appointment 12 Month Recurring
Mandatory Designation - Adverse Weather Non Mandatory - Adverse Weather
Mandatory Designation - Emergency Events Non Mandatory - Emergency Event
Is this position partially or fully funded on ARRA stimulus monies? No
Department ID 170101 - College of Sciences - Dean

AA/EOE 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.

If you have general questions about the application process, you may contact Human Resources at (919) 515-2135 or workatncstate@ncsu.edu. Individuals with disabilities requiring disability-related accommodations in the application and interview process, please call 919-515-3148.

Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. If highest degree is from an institution outside of the U.S., final candidates are required to have their degree equivalency verified at www.wes.org or equivalent service. 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.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you learn of this opportunity?
 - o NCSU Website
 - o Job Alert (automated email from our system)
 - o NCSU Executive Search Services
 - o Monster.com
 - o CareerBuilder.com

- InsideHigherEd.com
 - HigherEdJobs.com
 - Other Online Job Board
 - Carolina Job Finder / Employment Guide
 - Job / Career Fair
 - The Chronicle of Higher Education
 - Professional Journal
 - Print Advertisement (Newspaper / Periodical)
 - Radio / Television Advertisement
 - Professional Organization
 - Higher Education Recruitment Consortium (HERC)
 - Direct Contact from NCSU HR Representative / Recruiter
 - NCSU Employee Referral
 - Social Media (LinkedIn, Twitter, Facebook, Other)
 - Other
2. If you learned about this vacancy from "other source" or "other website", please provide the source.

(Open Ended Question)

3. * What is the amount of the largest major gift you have closed?

(Open Ended Question)

4. * Briefly explain your strategy for closing your largest major gift?

(Open Ended Question)

5. * What motivates you to be successful?

(Open Ended Question)

6. * How do you maintain discipline and organization with your approach to your prospect portfolio?

(Open Ended Question)

Application Materials Required

Required Documents

1. Resume
2. Cover Letter
3. Contact Information for References

Optional Documents

None

AA/EEO In addition, NC State welcomes all persons without regard to sexual orientation. Persons with disabilities requiring accommodations in the application and interview process please call (919) 515-3148. Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. If highest degree is from an institution outside of the U.S., final candidates are required to have their degree verified at www.wes.org. Degree must be obtained prior to start date.