

Associate Director of Development, College of Agriculture and Life Sciences

**About NC State**

North Carolina State University (NC State) was founded in 1887 with the purpose of

creating economic, societal and intellectual prosperity for the people of North Carolina.

Today it is the largest university in North Carolina with more than 34,000 high-

performing students, 8,000 pre-eminent faculty and staff, and 205,000 living alumni. NC State is known for its leadership in research, education, and service and as an extensive research university, is recognized for its strengths in science, engineering, and technology. The University consistently ranks among the top public national universities and one of the best values in higher education.

**About the College**

The College of Agriculture and Life Sciences (CALS) is one of the largest colleges of its kind in the nation, with nearly 3,400 students pursuing associate, bachelor’s, master’s and doctoral degrees and 1,300 on-campus and 700 off-campus faculty and staff members. Its research engine ranks in the top of land-grant university colleges. Research expenditures total $130 million annually. More than 43,000 volunteers and stakeholders engage in two million face-to-face contacts annually. Over 35,000 living CALS Alumni make up the pride of the Wolfpack!

**Primary Function of Organizational Units**

CALS College Advancement

The mission of the CALS College Advancement is to enhance, promote and support the academic programs, research and extension efforts of the College of Agriculture and Life Sciences (CALS). Within CALS Advancement is the NC Agricultural Foundation, Inc., a non-profit, 501c3 organization formed as a means of supporting agricultural research, extension and teaching activities in CALS. The CALS Advancement team works in close partnership with the central University Advancement Office and its partner colleges.

University Development

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. At NC State, our advancement team takes a great deal of pride in our collaborative, supportive and collegial culture. We value diversity, equity and inclusion understanding that diverse perspectives and experiences strengthen our team and ensure greater success in fulfilling our mission.

**Primary Purpose of Position / Job Summary**

The Associate Director of Development 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 Agriculture and Life Sciences (CALS). 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 Senior Director of Advancement in CALS, this position will serve as a

member of the CALS Advancement team.

Duties and Responsibilities:

* 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 to CALS.
* 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 by 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 CALS at college and university-wide donor events.
* Strategic development and management of a portfolio with approximately 100 prospects and donors capable of making gifts of $25,000 - $99,000.

**State 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.

**Advertised Minimum Education and Experience**

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.

**Required Skills and Qualifications:**

* Ability to work effectively as part of a dynamic team in a large, complex research university
* Ability to work independently, while maintaining consistent and transparent communication with a team and leadership
* Excellent written and verbal communication skills
* Strong organizational and analytical skills, with great attention to detail
* Self-motivated and self-starting
* Good listener
* Perseverance and a positive attitude
* Ability to travel around the state and region
* Ability to work evenings and weekends as required
* Computer literacy

**Preferred Experience, Credentials, Qualifications:**

* Knowledge of principles, practices, and ethics of fundraising
* Familiarity with NC State University

**Other Work/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.

**Anticipated Hiring Range**

$68k - $75k

Link to apply: <https://jobs.ncsu.edu/postings/183280>