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**Senior Director of Development | College of Arts and Sciences**

Columbia, South Carolina

**The Position |** *Senior Director of Development*

Under limited supervision, reporting to the Assistant Vice President of Development (AVP), the Lead Senior Director of Development for the College of Arts and Sciences (College) will be responsible for an effective, comprehensive and ongoing development program through major gifts fundraising. Responsibilities include planning, managing, implementing, promoting, coordinating and administering the development program with an emphasis on major gifts for the College. Responsible for leading a team of fundraising professionals. This position will be part of the University Development team and will operate within the system and procedures of UofSC Development to ensure consistent and well-coordinated activities. Additionally, there is a strong connection to the dean of the College. The dean provides direction on the fundraising priorities and strategic vision for the College.

* Serves as Prospect Manager for potential donors with capacity over $25,000 with emphasis on current and future major gifts for the College. Responsible for identifying, cultivating, and soliciting a gift portfolio that benefits the program priorities of the College. Uses Blackbaud CRM to coordinate and document all prospect and donor relationships as well as any relevant assignment, cultivation, or solicitation information or pending opportunities.

* Provide oversight and leads a team of fundraising professionals. Creates and fosters an environment conducive to high performance and a cohesive team, recruits, trains, and mentors professional staff. Manages staff maintaining clear monthly goals and annual performance reviews; develops performance plans and conducts reviews. Assesses effectiveness of staff, processes, procedures, resource allocation and strategies. Clearly articulates expectations, standards of accountability and guidance of staff toward desired outcomes. Strategizes and implements fundraising plans to grow leadership annual giving program and major/principal gifts program.

Solicits prospective donors, including individuals, foundations, and corporations in coordination with central’s office of Corporate and Foundation Philanthropy, office of Principal Gifts and/or the office of Gift Planning. Number of solicitations are set and established by the AVP for Development with consultation with the Lead Senior Director of Development that may include individual and team solicitation goals. All solicitations are documented within a Plan and Opportunity in Blackbaud CRM. Establish a donor pipeline by entering all opportunities in Blackbaud CRM. Adheres to Prospect Development policies and procedures.

* Meets process performance goals set and established by the AVP for Development with consultation with the Lead Senior Director of Development that includes individual and team goals. These goals include a set number of personal initial visits, and solicitations, with a focus on the Top 5 gift closures selected at the beginning of the fiscal year, and tracked via the Fundraiser Dashboard through timely documentation in Blackbaud CRM. Stewardship visits are strongly encouraged.

* Actively works with AVP for Development, the College dean, department chairs, faculty, alumni and key volunteers in fundraising efforts. Partners closely with Gift Planning, Annual Giving, Principal Gifts, and Corporate and Foundation Philanthropy for opportunities to gain expertise from the support fundraising programs.
* In collaboration with the College dean and the AVP for Development, develops an annual plan of work, including specific fundraising, campaign, prospect development, stewardship and programmatic goals, priorities and needs. Prepares reports and other required information as requested. May work with College budget analyst/director on program budget allocation.
* Serves as a member of the overall UofSC development team by collaborating with colleagues across disciplines on donor strategies. Files timely contact reports timed with reimbursement requests; maintains accurate records and provides timely updated information in Blackbaud CRM as appropriate. Serves on committees and attends staff meetings as required.
* Accepts and implements other specific assignments as directed.

**The Candidate |** *Critical Knowledge, Skills, and Abilities*

Under limited supervision, reporting to the Assistant Vice President for Development, the Lead Senior Director of Development for the College of Arts and Sciences (College) must have the ability to work independently, take initiative and use sound judgment and make good decisions. Must have the ability to plan, coordinate and collaborate with development/fundraising colleagues, faculty, staff and volunteers. Must be able to quickly develop and maintain professional relationships and work with stakeholders throughout the university campus. Must have ability to lead a dynamic and talented team of development professionals, bringing a wealth of best practices and a strong work ethic to the College development portfolio. Must have the ability to communicate internally and externally with tact and diplomacy.

**Minimum Education/Experience**

* Bachelor’s degree and 7 years proven experience major gift/development, donor relations, sales or a combination of education and experience from which comparable knowledge, skills and abilities have been acquired may be substituted.
* Supervisory experience is required.
* Required to travel to geographical location of donors/prospects and work evenings and weekends.
* Must have a valid driver’s license.

**Preferred Experience**

* Previous campaign experience including experience soliciting and closing $1M gifts.
* Familiarity with Blackbaud CRM donor database preferred.

**Knowledge/Skills/Abilities**

Thorough knowledge of principles and methods of planning and conducting a comprehensive fundraising program. Ability to establish and maintain good working relationships with faculty, alumni, donors, students, volunteers, businesses, and the general public. Outstanding oral, written and interpersonal communication skills. Ability to travel, work evenings and weekends, as required. Effective computer experience including database operation and word processing. Supervisory experience in hiring, managing, training and mentoring development directors and administrative staff are required. Proven ability to develop relationships with leaders in a broad range of professions.

[**Apply Here**](https://smrtr.io/9w4XG)

U*of*SC has retained Capital Development Services to assist with recruitment for this position. Candidates must provide a cover letter and resume. All materials will be kept confidential. Additional inquiries may be directed to Jen Tozier at [**searchservices@capdev.com**](mailto:searchservices@capdev.com).