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**Senior Director of Prospect**

Columbia, South Carolina

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

Under limited supervision, reporting to the Senior Associate Vice President for Development and Campaign Director (Senior AVP), the Senior Director for Prospect Development (Senior Director) is responsible for managing a comprehensive program that works closely with Advancement Services, Development leadership, and other university-wide stakeholders to plan, develop, and implement prospect strategies that maximize philanthropic engagement and organizational performance. The Senior Director ensures that the prospect pipeline sustains the university’s philanthropic goals. Responsibilities include the management of professional development staff in planning, implementing, coordinating, and administering the prospect development program with an emphasis on partnering with central development programs to include significant support to our colleges and schools. The Senior Director leverages key relationships to explore, develop, and implement industry best practice standards through partnership with Advancement Services to identify and move prospects into relationship management strategies, as well as evaluate the progress of UofSC’s fundraising strategies. Works closely with AVPs to ensures coordination and compliance of all prospect development policies and procedures, fostering a positive environment of collaboration among colleagues. The Senior Director serves as an active member of the overall campaign leadership team and develops strong partnerships while expanding the organizational understanding of how data can be synthesized powerfully to inform fundraising strategy.

* Lead, manage, and implement prospect strategies that maximize philanthropic engagement and organizational performance. Work with the Advancement Services team to enhance prospect data by optimizing contact reports and other data collection opportunities to impact relationship management by providing timely and actionable analysis. Collaborate with Advancement Services and the Division of Development colleagues to build an effective data culture and serve as a steward for prospect data.
* Oversee and lead effective prospect management processes and policies to create a data-driven portfolio management system. Work closely with the AVPs to ensure coordination and compliance of all prospect development policies and procedures, fostering a positive environment of collaboration among colleagues. Responsible for leading, providing resources, and training to support planned solicitations, including interpretation of key data elements to advise potential ask amounts, timing, and opportunity. Manage the process for providing good prospects to our development colleagues that ensures the prospect pipeline sustains the university’s philanthropic goals. Provide structure of the delivery system, preparing discovery lists and protocols, assigning potential major gift prospects, and completing progress reports.

* Provide direction and oversight of creating well-written donor profiles to development colleagues to assist in their fundraising efforts. Synthesize a large amount of data in the larger context of meeting fundraising goals and providing actionable insights regarding constituents. Optimize and enhance the solicitation management process that supports the work of fundraisers, ensuring that effective plans are in place for all prospects and donors in portfolios. Work closely with the AVPs to analyze fundraiser assignments and assist in relationship management strategies.
* Provide leadership, guidance and direction to Prospect Development staff and assist in developing and monitoring progress towards short and long-term goals. Creates and fosters an environment conducive to high performance and a cohesive team, recruits, trains, and mentors professional staff. Manages staff maintaining clear expectations and annual performance reviews; develops clear expectation plans and conduct reviews. Assesses effectiveness of staff, processes, procedures, resource allocation and strategies. Clearly articulates expectations, standards of accountability and guidance of staff toward desired outcomes.
* Serve as the expert in all things related to prospect development data matters for all University partners and stakeholders. Provides options and solutions as a service to our partners regarding donors and prospects capacity to give to the University.
* Performs other duties as required or assigned.

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

Under limited supervision, reporting to the Senior Associate Vice President for Development and Campaign Director, the Senior Director of Prospect Development works closely with Advancement Services colleagues, Development leadership, and other university-wide stakeholders to plan, develop, and implement prospect strategies that maximize philanthropic engagement and organizational performance. Must be an effective communicator, very organized, can plan and coordinate projects from inception to completion. Must be able to develop and maintain professional relationships within the Division quickly. Able to act independently and use good decision-making skills and judgment. Highly motivated and donor centric.

**Minimum Education/Experience**

* Master’s degree and 6 years related program management experience, or bachelor’s degree and 8 years related experience.
* Ability to travel overnight to conferences, work evenings and weekends, as needed. May require in-state travel to regional campuses.
* Must have a valid driver's license.

**Preferred Experience**

* Formal accounting training/education with experience in the advancement profession, at least half of which are in a higher education environment.
* At least three years of process improvement and accounting experience in which primary role was leading and directing complex, cross-functional efforts, preferably in higher education or non-profit setting.
* Demonstrated expertise with CASE guidelines and knowledge of federal, state, and IRS laws and regulations. Experience with process mapping tools (e.g., Visio).

**Knowledge/Skills/Abilities**

Skilled in managing multiple high-priority projects with great attention to detail and execution in a timely and efficient manner. Demonstrated experience working in and fostering a diverse professional environment or commitment to do so. Ability to solve problems while effectively collaborating with stakeholders throughout a complex, matrix organization. Ability to provide strategic guidance to leadership and campus partners on all aspects of prospect and donor management and pipeline development. Expert understanding of protocols and industry best practices for prospect development with a good understanding of business analytics. Commitment to research guidelines, methodologies and code of ethics statements as defined by the Association of Professional Researchers for Advancement (Apra), the Association of Fundraising Professionals (AFP), the Council for Advancement and Support of Education (CASE), and other related associations. Skilled with analysis techniques and tools used to modify, retrieve, manipulate, and report on data from relational database management systems. Expert leader with a track record of successful coaching and succession planning. Excellent relationship management and interpersonal skills; superior judgment, negotiating skills and diplomacy. Capable of managing multiple priorities while working strategically, collaboratively and inventively. Demonstrated success as a public speaker and proven ability to present effectively on behalf of the Prospect Development Team and, more generally, the Development Division at internal and external forums. Demonstrated ability to collaborate successfully with Division of Development leadership. Use discretion and maintain all confidentiality. Demonstrate the ability to practice and adhere to organizational values. Ability to establish and maintain good working relationships with faculty, alumni, donors, students, volunteers and the general public. Outstanding oral, written and interpersonal communication skills. Excellent analytical skills.

[**Apply Here**](https://smrtr.io/9w589)

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).