

NC STATE UNIVERSITY

Assistant Director of Philanthropy, Leadership Giving

Essential Job Duties

The Assistant Director of Philanthropy, Leadership Giving is responsible for the identification, qualification, cultivation, solicitation and stewardship of donors with the capacity to give at the level of \$1,000 – \$50,000. This person will be a highly motivated professional who will be deeply involved in the fundraising efforts in support of current operations and endowment from individual donors with emphasis on new donor acquisition, upgrades, growing membership of the Chancellor's Circle and developing a pipeline for major gifts. Solicitations will be multi-channel including, but not limited to phone calls, mail, emails and personal meetings in regional areas of high alumni concentration.

Reporting to the Director of Philanthropy, Leadership Giving, this position will serve as a part of the Alumni Engagement and Annual Giving team and will work to support all areas of the University and, particularly, the College of Sciences. The Assistant Director will be expected to develop and cultivate relationships with a portfolio of approximately 250 leadership annual giving prospects. This person will work with the Executive Director of Annual Giving and the Development offices of the College of Sciences to develop strategies relating to their portfolio.

Duties and Responsibilities include but are not limited to:

- Plan, design, implement, and evaluate strategies to obtain outright annual gifts and pledges.
- Identification, qualification, cultivation and solicitation of leadership annual giving prospects to create and grow a pipeline of Chancellor Circle members and major gift (\$50,000 and above) donors.
- Conduct at least 250 personal contacts with prospects and donors annually and participate in 20 solicitations per month.
- Strategic development and management of a portfolio with approximately 250 prospects and donors capable of making gifts of \$1,000 – \$50,000.
- Partner with the Advancement Research team as well as the Annual Giving team to identify prospective donors and strategically assess their philanthropic capacity and inclination.
- Be an active and collaborative team member in Alumni Engagement and Annual Giving and University Advancement.
- Make donor referrals to University Development and campus-wide gift officers, as appropriate.
- Provide timely post-visit follow-up including tracking moves and solicitations, and sending personalized follow up to individual prospects.

- Collaboration with colleagues to help align donors' philanthropic interests with various priorities across campus.
- Coordination of stewardship efforts as needed with appropriate University Advancement and other campus colleagues
- Attend university-wide events and University Advancement related meetings.

**Other
Responsibilities**

- Other duties as assigned

Qualifications

**Minimum
Education
and
Experience**

- Bachelor's degree from an accredited college or university
- One year of professional-level experience in direct solicitation / fundraising or a closely related field (such as sales) are required

**Other
Required
Qualifications**

- Ability to work effectively as part of a dynamic team in a large, complex research university
- Experience in cold calling, negotiating, and closing business deals
- 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
- Optimism, perseverance and a positive attitude
- Ability to travel around the region
- Ability to work evenings and weekends as required
- Computer literacy

**Preferred
Qualifications**

- Two or more years of successful experience in fundraising, annual giving, or a closely related field
- Knowledge of principles, practices, and ethics of fundraising
- Understanding of the development process and donor cycle
- Volunteer management experience
- Prior experience in a comprehensive capital campaign
- Experience in higher education fundraising
- An understanding of the land-grant, research Tier One university environment
- Familiarity with NC State University and the Triangle