

## **Director of Development, Institute for Emerging Issues (IEI) and Shelton Leadership Center (SLC)**

### **About NC State University:**

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 and beyond. Today it is the largest university in North Carolina with more than 37,000 high-performing students, 8,000 pre-eminent faculty and staff, and over 260,000 living alumni. NC State excels in science, technology, engineering and math, and is also at the forefront of teaching and research in agriculture, business, design, education, humanities and social sciences, natural resources, textiles and veterinary medicine. The university consistently ranks among the top public universities in a variety of categories and programs and is widely considered one of the best values in higher education.

Additional information about NC State may be found [here](#).

### **Office of The Executive Vice Chancellor and Provost:**

The Executive Vice Chancellor and Provost is the chief academic officer under the Chancellor, and is responsible for the leadership, review, and approval of all academic programs and policies and the appointment, promotion and compensation of the faculty. In addition to the University's ten colleges, the graduate school, and the libraries, the Provost's Office divisions include institutional strategy and analysis, enrollment management and services, faculty excellence, global engagement, instructional programs, Institute for Emerging Issues, outreach and engagement, university interdisciplinary programs, institutional equity and diversity and academic and student affairs (DASA).

The Provost's Office has always been the heart of NC State's academic community, and continues to grow through the proactive leadership of Provost Warwick Arden. His data-driven approach does more than show what works for the university. It develops scholar leaders driving North Carolina's economic, societal and intellectual prosperity.

The Provost's Office also strengthens NC State by executing leadership searches and developing interdisciplinary academic programs. The provost supports the university's academic reputation through collaboration with Chancellor Randy Woodson,

the Board of Trustees, and the University of North Carolina General Administration and Board of Governors.

**About the Departments:**

(suggest you include a paragraph each about IEI and SLC) (yes, please add a graph about each unit)

- About The Institute for Emerging Issues (IEI)

The Institute for Emerging Issues is a nonpartisan public policy organization founded in 2002 to identify and drive change on key issues affecting North Carolina's future economic prosperity. Through regional initiatives and the annual Emerging Issues Forum (started in 1986), IEI brings together nationally prominent thinkers and leaders with diverse groups of statewide and regional stakeholders to find consensus-based solutions on public policy solutions in the fields of economic development, education, health care and the environment. As it looks to build a stronger future for North Carolina, IEI is deeply committed to increasing the number of people participating in local and statewide public policy discussions.

- About The Shelton Leadership Center (SLC)

The General Hugh Shelton Leadership Center was founded in 2002 following the retirement of General Shelton as Chairman of the Joint Chiefs of Staff. Its primary mission is to fulfill General Shelton's vision of developing the next generation of values-based leaders, built upon the cornerstones of honesty, integrity, diversity, compassion, and social responsibility. Current programming focus includes entrepreneurial leadership throughout rural NC counties; leadership for first generation college students at NC State; summer leadership camps for pre-collegiate students led by intergenerational teams; and customized corporate leadership development. Leadership enrichment experiences are provided for students awarded the National Shelton Scholarship, the Shelton Caldwell Scholarship, and others.

**Essential Job Duties:**

The Director of Development serves as the chief development officer for the Institute for Emerging Issues (IEI) and the Shelton Leadership Center (SLC). The incumbent advises the directors and provides innovative leadership and strategic direction on constituency and external relations and philanthropy. This includes planning, managing and implementing an annual operating plan and budget designed to attain the development goals of IEI and SLC. The ability to understand, shape and articulate the organizations' value propositions is essential. Preparation and implementation of a

comprehensive major gift program that generates individual, foundation, corporate and organizational donors and other philanthropic support on a continuing basis is an essential part of this responsibility. These duties will be conducted in close coordination with the Office of the Executive Vice Chancellor and Provost and all relevant units of University Advancement.

Other Work Responsibilities:

- Provide overall leadership and management for all IEI and SLC fundraising activities.
- Work closely with the directors of IEI and SLC and University Advancement to identify fundraising priorities for IEI and SLC, and develop multi-year strategies to solicit donors/prospects in support of these priorities.
- Build a pipeline of donor-centered major and planned gift prospects, ensuring they are cultivated in an appropriate manner leading to the solicitation of major gifts (\$50,000 or more from individuals; \$25,000 or more from corporations, foundations or other organizations).
- Develop a clear understanding and appreciation of the mission, vision and values of IEI and SLC, and of their key programs.
- Coordinate with the Executive Director of Development and Assistant Vice Provost for University Interdisciplinary Initiatives Development to maximize and leverage resources, services and access to the Office of the Executive Vice Chancellor and Provost and University Advancement.
- Collaborate with unit and University Communications personnel to ensure that development-related communications inform and motivate appropriate constituencies.
- Provide professional oversight for the annual fund/leadership annual fund programs of IEI and SLC, including unit participation in NC State's Day of Giving.
- Provide professional oversight, in partnership with the IEI and SLC directors, the Office of Corporate and Foundation Relations, and unit and Office of the Executive Vice Chancellor and Provost personnel, to identify prospective funding sources and facilitate proposals in support of IEI and SLC programs, engagement and events.

- Work cooperatively, collegially, and respectfully with university and advancement colleagues to develop and foster productive working relationships; serve as a critical and trusted partner displaying high integrity, honesty, and trustworthiness.
- Support and facilitate engagement with advisory boards, cabinet members and development committees to leverage networking opportunities for fundraising, and help identify and recruit future board and committee members.
- Oversee and coordinate, with assistance from unit event personnel, donor-centered events in support of IEI and SLC.
- Ensure timely, accurate documentation of contacts and cultivation strategies, proposals, pledges, fund agreements, etc. Provide professional oversight of stewardship for IEI and SLC, and ensure major gifts to both units receive appropriate stewardship.
- Other duties as required or assigned by the Executive Director of Development and Assistant Vice Provost for University Interdisciplinary Initiatives Development.

**Required Education / Experience / Qualifications:**

- Bachelor's degree from an accredited college or university.
- Three years of experience in major gift fundraising or a related field with a proven record of success. While experience in higher education is preferred, candidates with exceptional transferable skills will be considered.
- Sound knowledge of principles, practices and ethics of charitable giving.
- Excellent listening, verbal and written communication, interpersonal and relationship-building skills. Ability to effectively articulate the case for support.
- Strong organizational and analytical skills with high attention to detail.
- Self-motivated and driven, with an entrepreneurial approach to problem solving.
- Demonstrated ability to exercise a high degree of sound judgment, diplomacy and confidentiality.
- Unrelenting commitment to a collegial team approach.
- Willingness/availability to travel and participate in occasional weekend and evening activities.

**Preferred Education / Experience / Qualifications:**

- An advanced degree and/or fundraising credential such as a CFRE.
- Fundraising experience in higher education or in purpose-driven organizations in relevant fields such as leadership and/or public policy.
- Interest in public policy and leadership development.

**Required License(s) or Certification(s)**

A valid North Carolina Driver's License is required within 60 days of start date. Must be maintained as a condition of employment.

Link to Apply: <https://jobs.ncsu.edu/postings/172056>