

**POSITION DESCRIPTION**

**Title:** Assistant Director of Development

**Working Title:** Assistant Director of Leadership Annual Giving

**Position Number:**

**Position Type:** SAAO Tier II

**Job Code:** PG191694EP

**FLSA Status:** Exempt

**Department ID:** 190101 - College Of Veterinary Medicine

**Supervisor Title:** Assistant Director of Leadership Annual Giving

**Supervisor Name:** Sherry Buckles, Executive Director

**Supervisor Position Number:**

---

**About NC State College of Veterinary Medicine**

The NC State College of Veterinary Medicine (CVM) is where compassion meets science. Our mission, is to advance the veterinary profession and animal health through ongoing discovery and medical innovation; provide animals and their owners with extraordinary, compassionate medical care; and prepare the next generation of veterinarians and veterinary research scientists. Our world-leading faculty and clinicians are at the forefront of interdisciplinary biomedical innovation, conducting solution-driven research that defines the interconnections between animal and human health. As the national leader in experiential teaching and learning, we are training the next generation of skilled, compassionate veterinary health professionals equipped to serve the global community.

In 2016 NC State publicly launched the Think & Do the Extraordinary Campaign, the most ambitious fundraising effort in the history of the university with a \$1.6 billion goal. Priorities include dramatically increasing endowment, enhancing facilities and strengthening support for current operations. The College of Vet Med met and exceeded their goal of \$175 million with an emphasis on dollars raised focusing on scholarships, professorships, research, facilities, programs, and turn-key technologies.

**Primary Purpose of Position / Job Summary**

The Assistant Director of Leadership Annual Giving is responsible for the identification, qualification, cultivation, solicitation and stewardship of donors with the capacity and inclination to make \$1,000 plus level gifts and move already established leadership annual giving donors to higher giving levels, with the goal of fueling the pipeline for major and planned gifts. S/he 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 an emphasis on new donor acquisition, upgrades, 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 Executive Director of Development, this position will serve as a part of

the CVM's Development team and will work to support all areas of the College. The Assistant Director is expected to develop and cultivate relationships with a portfolio of approximately 100-150 leadership annual giving prospects.

**Duties and Responsibilities:**

- Lead the development of an integrated strategy for leadership annual giving across the CVM, collaborating with advancement and major gift staff to increase giving to the CVM. Explore and share educational opportunities on best practices for leadership annual giving.
- Partner with the Major Gifts team to identify prospective donors and strategically assess their philanthropic capacity and inclination.
- Collaboration with colleagues to help align donor's philanthropic interests with various priorities across the CVM campus.
- Plan, design, implement, and evaluate strategies to obtain outright annual gifts and pledges.
- Establish systems for tracking and evaluating success of LAG program
- Identification, qualification, cultivation and solicitation of leadership annual giving prospects to create and grow a pipeline of donors with the capacity and inclination to make \$1,000 plus level gifts.
- Conduct at least 100-150 personal contacts with prospects and donors annually and participate in 12-15 solicitations per month.
- Utilize the office of Advancement Research and work with the CVM Development Associate to identify prospective donors and strategically assess their philanthropic capacity and inclination.
- Be an active and collaborative team member with the CVM Advancement team as well as NCSU University Advancement teams.
- 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 Day of Giving, Terrence Curtin Society events, and stewardship efforts as needed with appropriate CVM colleagues, University Advancement and other campus colleagues.
- Attend CVM events and University Advancement related meetings.

**Education and Experience:**

- Post-baccalaureate credentials or Bachelor's degree from an accredited college or university and at least two or more years of professional-level experience in direct solicitation / fundraising or a closely related field (such as sales) are required.
- Proven success in securing annual, special and/or major gifts through face-to-face visits. Demonstrated ability to handle multiple fundraising activities simultaneously and to work collaboratively to coordinate solicitation strategies in a decentralized environment.
- Regional travel is required and requires flexibility in work hours to include evenings and possible weekends as needed to accomplish objectives and satisfy goals.

**Required Skills and 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 a high 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 Experience, Credentials, Qualifications:**

- Two or more years of successful experience in fundraising, annual giving or 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

**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.

**Number of Permanent Employees This Position Supervises**

0

**Certification or Licensure Requirements**

A valid North Carolina Driver's License is required within 60 days of start date. Must be maintained as a condition of employment. Regular local travel and some regional/out-of-state travel is required for this position.

**Anticipated Hiring Range**

Commensurate with education and experience

**Click here for more details and to apply:** <https://jobs.ncsu.edu/postings/161956>