



Director of Development
The William States Lee College of Engineering
Position # 000117

The Opportunity | *UNC Charlotte College of Engineering*

For more than 60 years, The William States Lee College of Engineering has been one of the finest engineering colleges in the southeast. In the disciplines of civil and environmental engineering, electrical and computer engineering, mechanical engineering and engineering science, systems engineering and engineering management, and engineering technology and construction management, we have been educating leading engineering professionals.

The success of The William States Lee College of Engineering is tied to our philosophy of teamwork and application. Starting from the freshman year, students participate in hands-on projects and activities. All undergraduate and graduate students work and learn with top faculty. Through the involvement of area businesses and industry professionals, students gain valuable real-world experience.

The Office of University Development's primary purpose is one of service and fundraising. These efforts include working closely with the governing boards, alumni, friends, community members, foundations and corporations to increase private giving to the University. Our mission is with passion and integrity we build philanthropic relationships in support of UNC Charlotte.

The Position | *Director of Development*

The Director of Development will identify, qualify, cultivate and solicit gifts from alumni and individual friends to forward the fundraising goals and mission of the university. The Director of Development will develop, manage, and execute prospect strategies to increase donor engagement with a focus on raising gifts of \$25k+ from individuals. S/he works collaboratively with and in support of volunteers, other development, and advancement staff, and other College representatives to cultivate and solicit donors for college-wide priorities.

Duties and Areas of Responsibilities

- Manage a portfolio of 125-150 individuals capable of making commitments of \$25k+, develop and maintain strategies for them, including working with volunteers
- Work collaboratively and maintain a positive relationship and ongoing communication with Prospect Strategy & Research, Donor Relations, and operations.
- Lead or assist, as appropriate, the process for the development of briefings, proposals, materials, and presentations needed to coordinate successful cultivation and solicitation of alumni, parents & friends.
- Assist in creating a comprehensive strategy and annual operating plans to enhance the University's visibility and support from the alumni. These include goals, objectives, metrics for success and tactical execution plans that are aligned with University Advancement's goals and priorities.
- Responsible for preparing and submitting all requested fundraising-related reports, statistics, and projections.
- Promote University priorities and image to constituents. Serve as front line staff officer to promote both campus and college goals and objectives. Maintain current knowledge of campus-wide and unit- specific priorities.
- Maintain stewardship contacts with donors; and convey sensitivity to needs of the donors.
- Assist in staffing the Chancellor and/or Vice Chancellor for University Advancement as requested, for donor-related activities facilitate special projects assigned by the Senior Director of Major Gifts.

Discovery/Qualification

- Through personal visits, the Director of Development will establish relationships with prospective donors and will qualify them based on their ability and propensity to make charitable gifts. Developing a portfolio of 125-150 qualified individuals capable of commitments of \$25K+.
- The Director of Development will be responsible for designing and executing strategies to effectively cultivate and solicit prospective donors.
- The Director of Development will develop management strategies for all prospects and will record all moves within Banner no later than one week after moves occur.
- The Director of Development will meet regularly with the Executive Director of Development to discuss goals and monitor progress toward achieving goals.
- Lead or assist, as appropriate, the process for the development of briefings, proposals, materials, and presentations needed to coordinate successful cultivation and solicitation
- of alumni, parents & friends.
- Responsible for preparing and submitting all requested fundraising-related reports, statistics, and projections.
- Director of Development will establish contact with alumni, alumni of affinity groups, parents, friends, and corporations.
- Lead or assist, as appropriate, the process for the development of briefings, proposals, materials, and presentations needed to coordinate successful cultivation and solicitation of alumni, parents & friends.

The Ask

- Director of Development will negotiate gifts on behalf of the University in accordance with adopted gift acceptance policies and procedures.

Stewardship

- The Director of Development will attend fundraising events for the purpose of solicitation of gifts for the Foundation
- The Director of Development will provide appropriate stewardship and follow through once gifts are made.

Other

- Direct responsibility for secure handling of sensitive and/or confidential information.
- Direct access to, or responsibility for, cash and cash equivalents, credit card information, University property disbursements or receipts, or extensive authority for committing the financial resources of the University.

The Director of Development has total discretion and independence of action for contacting prospective donors, establishing relationships with prospective donors, qualify them, and negotiate the gift. S/he works with the prospect management team to coordinate prospect identification and donor movement.

Candidate | *Minimum Requirements*

- Bachelor's degree
- 5 plus years of experience in major gift fundraising
- Proven track record of cultivating, soliciting, and closing major gifts preferred, with a documented record of productivity.
- Demonstrated sound judgment, integrity, creativity
- Excellent interpersonal and communication skills, relationship building skills
- Strong work ethic, attention to detail, and the ability to think strategically.
- Demonstrated ability to work as part of a team
- Proven history of management of a portfolio of prospects

The University of North Carolina at Charlotte is an Affirmative Action/Equal Opportunity Employer and an ADVANCE Institution that strives to create an academic climate in which the dignity of all individuals is respected and maintained. Women, minorities, veterans, and individuals with disabilities are encouraged to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, protected veteran status, disability, gender identity or sexual orientation.

Apply Here

UNC Charlotte has retained Capital Development Services to assist with recruitment for this position. Candidates must provide a cover letter, resume, and list of three references. All materials will be kept confidential. Inquiries may be directed to Jen Tozier: searchservices@capdev.com