

**MICHIGAN TECHNOLOGICAL UNIVERSITY
CLASSIFICATION DESCRIPTION**

Job Title: DIRECTOR OF DEVELOPMENT
Department: ADVANCEMENT
Salary Guidelines: COMMENSURATE WITH EDUCATION AND EXPERIENCE
Exempt (Y/N): YES
Supervisor: VICE PRESIDENT FOR ADVANCEMENT

SUMMARY: Responsible for the management of all development programs and staff. In collaboration with the Vice President for Advancement and unit directors, develops fundraising goals and ensures that staff activity is focused on their attainment. Assists in the formulation and application of development policies. Manages a portfolio of major gift prospects.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Oversee the conduct of all areas of development, including major gifts, gift planning, annual giving, corporate development, foundation development, and prospect research.
- Manage, as direct reports, the directors in all functional areas listed above.
- Formulate fundraising strategies in collaboration with the Vice President for Advancement and other University leadership.
- Prepare development goals and objectives, and track progress.
- Work in close partnership with the Vice President on the planning and execution of the capital campaign. Take an active role in prospect management, strategy determination, volunteer guidance and support, and campaign reporting.
- Build and manage a portfolio of approximately 25 major gift prospects. Participate in prospect strategy development for the high end of the campaign prospect list.
- Ensure that the prospect management system is functioning effectively and is regularly enhanced to take advantage of new technology and processes.
- Serve as a member of the Advancement senior staff, and serve as a senior advisor to the Vice President on matters pertaining to development and to its interface with alumni relations and marketing and communications.
- Maintain a high profile with campus leaders, especially academic deans and department chairs. Keep them apprised of campaign progress and encourage their participation in development activities.
- Mentor fundraising staff in accordance with their professional development needs.
- Serve as a role model and as a repository of fundraising expertise.
- Assist the Vice President in staffing the national Campaign Committee and the Michigan Tech Fund Board of Trustees.
- Convey passion and energy in dealings with staff and campus constituents, as well as a genuine commitment to the betterment of Michigan Tech.
- Be an articulate advocate for Michigan Tech's highly ambitious strategic direction and plan.

SUPERVISORY RESPONSIBILITIES:

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

REQUIRED:

- Bachelor's degree
- Seven years of successful fundraising and management experience.
- Experience using personal computers and basic software packages.

DIRECTOR OF DEVELOPMENT – ADVANCEMENT

DESIRABLE:

Experience working in higher education.

OTHER SKILLS AND ABILITIES:

REQUIRED:

Excellent interpersonal, customer service, and organizational skills.

Solid written communication skills.

Demonstrated ability to understand and manage budgets.

Demonstrated ability to organize and prioritize multiple projects concurrently with attention to detail and accuracy.

Demonstrated ability to guide and motivate staff.

Demonstrated ability to work effectively as part of a team.

Demonstrated ability and willingness to work beyond normal working hours.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to use hands to finger, handle, or feel an object; and reach with hands and arms. The employee is frequently required to sit; walk; and stand. The employee is regularly required to talk or hear.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

The employee may occasionally be required to lift and/or move up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status.
November 16, 2007