



POSITION ANNOUNCEMENT

1530 Harden Street • Columbia, SC 29204 • (803) 376-5700 • www.allenuniversity.edu

DIRECTOR OF DEVELOPMENT AND SPECIAL PROGRAMS

December 1, 2009 -- Position Open Until Filled

The Director of Development and Special Programs serves as the central coordinator for all fundraising efforts for the University. Reporting to the Vice President for Institutional Advancement, the Director of Development and Special Programs will offer vision and provide leadership to staff and volunteers in addition to preparing and overseeing implementation of comprehensive fundraising activities. This includes, but is not limited to, annual giving, major gifts, planned giving, and special projects.

Duties, Responsibilities, and Key Challenges

- Hands-on, entrepreneurial, and creative leadership of a relatively young development function to include managing the University's core fundraising activities to include the annual giving program, major gifts, planned giving, prospect research, database functions and special events
- Work with the Office of Alumni and Parent Services to develop targeted giving programs for alumni and parent benefactors
- Establish and maintain relationships with an active list of prospective donors
- Serve as the primary development office liaison for University divisions and departments to identify prospects, develop strategies, and develop initiatives and priority needs
- Prepare donor proposals and gift agreements, as necessary
- Energetic management and growth of the University's Advancement Office, including development of its small, but dedicated and productive staff
- Articulation of the University's fundraising plan in alignment with strategic goals and priorities of the University for academics, scholarships and the Campus Plan
- Identification, cultivation, solicitation, and stewardship of major donors in close collaboration with the Vice President for Institutional Advancement, President and the Board, as well as Development staff
- Enhancement of a culture of giving and volunteer engagement
- Effective communication with a variety of different constituencies and attendance at a myriad of University, alumni, and community activities/functions, as needed

Qualifications - A bachelor's degree is required for this position. An advanced degree is preferred. Candidates should have a minimum of three years of successful fundraising experience, including demonstrated effectiveness and progressive leadership in prospect identification, cultivation, solicitation, and stewardship of major gift donors. The individual should also have a successful track record of managing and closing major gifts with individuals, corporations, and foundations. The Director must be able to interact well with senior administrators, staff who report directly to him/her, and the general school and local community. Excellent interpersonal, written, and verbal communications skills are required, and the individual must be skilled at making presentations to varied audiences. Integrity and high standards of professional conduct are needed, and flexibility in work hours is necessary, since attendance at periodic evening and weekend meetings and school events is required. Experience with Raiser's Edge donor management software is a plus. The ability to travel and work some evening and weekend hours is necessary. This individual should foster a work environment based on building the University five core values: faith, accountability, integrity, respect, and excellence.

Compensation –Competitive, Commensurate with qualifications and experience

Application Procedure - A complete application package is required for any position for which you apply. The application should include the following items:

- **Cover Letter** – a letter of application addressing your interest and ability to enhance Allen University's advancement capacity in a highly diverse environment
- A **Curriculum Vitae or Resume** detailing education, experience, and professional activities
- A completed **Allen University Employment Application**
- A list of **three (3) professional references** including email addresses and telephone numbers

All materials should be sent to the following address: Allen University, Office of Human Resources, 1530 Harden Street, Columbia, SC 29204. Application materials may also be submitted electronically to mwilliams@allenuniversity.edu.

Review of applications will begin immediately and continue until the position is filled. Employment with Allen University is contingent upon a background check and proper documentation of identity and employability. All new employees are required to provide official transcripts within thirty (30) days of employment.

Allen University is an Equal Opportunity Employer. We recruit and hire employees for all positions without regard to race, color, religion, creed, gender, national origin, age, marital status, disability, or any other legally protected status.