

## UNIVERSITY OF NORTHERN COLORADO FOUNDATION

### ASSOCIATE DIRECTOR OF DEVELOPMENT, COLLEGE OF NATURAL AND HEALTH SCIENCES



#### **Position Summary:**

The Associate Director of Development will identify, cultivate, solicit, and steward donors and secure gifts for the benefit of the University of Northern Colorado and particularly for the College of Natural and Health Sciences. The selected candidate will be employed by the UNC Foundation and will work with members of the UNC Foundation staff, senior University administrators and College of Natural and Health Sciences dean's office staff, school directors, faculty, and students to achieve established University and College fundraising goals and objectives. The position will dually report to the Vice President for Development at the UNC Foundation and the Dean of the College of Natural and Health Sciences.

#### **Qualifications:**

Requirements include a Bachelor's degree, preferably in the natural or health sciences; at least two years of professional fundraising or closely related experience, preferably in higher education; and a demonstrated ability to work independently and within a collaborative team structure. Preference will be given to those candidates who demonstrate the following: knowledge of fundraising principles; knowledge of major issues in natural and health sciences; familiarity with teacher preparation; proven record of success in annual fund and major gift solicitation; highly developed verbal and written communication skills and the ability to present effectively to small and large groups; experience in managing multiple complex fundraising initiatives involving a diverse set of goals and priorities related to campus-wide initiatives; experience working with volunteers, faculty, staff, and students; exceptional interpersonal skills and be able to interact with academic leadership, faculty, prospects, donors, and volunteers in a wide range of roles; knowledge and demonstrated competency utilizing personal and business computing technology (Microsoft Office, Blackbaud – Raiser's Edge database software, etc.); experience in securing major gifts and grants from individuals, corporations, foundations, and other private funding sources; ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others; willingness to adhere to the UNC Foundation's core values; knowledge, understanding, and acceptance of cultural differences and diversity within the campus and community.

#### **Responsibilities:**

- Manage a portfolio of major gift prospects/donors, including individuals, foundations, and corporations
- Cultivate and secure private gifts in support of the College of Natural and Health Sciences
- Work with University and College administrators to identify, develop, and implement appropriate fundraising strategies to address College priorities
- Develop written gift proposals, gift agreements, and stewardship reports
- Help develop and meet established fundraising goals and prospect contact objectives and be directly accountable for those goals to the Vice President for Development and the Dean of the College of Natural and Health Sciences
- Work with volunteers and UNC Foundation Board members to promote support for the College of Natural and Health Sciences, the University of Northern Colorado and the UNC Foundation
- Support and participate in university, college, school, and campaign special events
- Participate in regular development office, dean's office, and campaign staff meetings
- Engage in the Greeley community
- Perform other duties as assigned
- Evening and weekend commitments and the ability to travel are required

## **Compensation**

Salary will be commensurate with experience. Benefits will be provided by the UNC Foundation.

## **Location and Environment:**

The University of Northern Colorado is a research intensive institution enrolling 12,000+ graduate and undergraduate students. The university, founded in 1889, is located in Greeley, Colorado, which has a growing population of 80,000 and is situated an hour north of Denver and 30 miles east of the Rocky Mountains. Further information about UNC and the City of Greeley is available at <http://www.unco.edu>.

## **Application**

Please submit letter of application, résumé, and list of three references with name and contact information to the contact listed below electronically in either Microsoft Word or in PDF format. The first review of candidates will begin September 7, 2007. Applications will be accepted until the position is filled.

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