

**UNIVERSITY OF NORTHERN COLORADO FOUNDATION  
JOB DESCRIPTION**



**Position Title:** DIRECTOR OF DEVELOPMENT,  
MONFORT COLLEGE OF BUSINESS

**Position Summary:**

The 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 Monfort College of Business. The selected candidate will be employed by the UNC Foundation and will work with members of the UNC Foundation staff, senior University administrators and Monfort College of Business 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 Monfort College of Business.

**Responsibilities:**

- Manage a portfolio of major gift prospects/donors, including individuals, foundations, and corporations
- Cultivate and secure private gifts in support of the Monfort College of Business
- 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 Monfort College of Business
- Work with volunteers including UNC Foundation Board members and the Monfort College of Business Dean's Leadership Council, to promote support for the Monfort College of Business, 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

**Minimum Qualifications:**

- Bachelor's degree
- 3 to 5 years of professional fundraising experience or closely related experience, preferably in higher education
- Demonstrated ability to work in a team structure

**Preferred Qualifications:**

- Knowledge of fundraising principles
- Knowledge of major issues in the area of business

- 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

**Compensation and Benefits**

Salary is commensurate with experience and qualifications. A generous benefits package includes paid time off, health, dental insurance, life insurance, disability insurance and contribution to a 403(b) retirement plan.

**Response**

Send resume and cover letter with salary history to [kristen.seidel@unco.edu](mailto:kristen.seidel@unco.edu) application review begins October 15, 2009. Cover letters may be addressed to Virgil Scott, President/CEO.