

**UNIVERSITY OF NORTHERN COLORADO FOUNDATION
JOB DESCRIPTION**



Position Title: VICE PRESIDENT OF DEVELOPMENT

Position Summary:

The Vice President of Development provides executive leadership, vision, and strategic direction for University fundraising programs. Reporting to the President and CEO of the University of Northern Colorado Foundation, the Vice President is a member of the UNC Foundation management team. Currently in the initial stages of a comprehensive campaign, the Vice President will work with senior academic administrators, faculty, and staff to achieve established fundraising goals and objectives.

Primary Responsibilities:

- Maintains a comprehensive understanding of the mission of the UNC Foundation as it relates to the educational, research and service goals of the University with the ability to communicate the institution's needs and priorities
- Actively participates in the identification, cultivation, solicitation and stewardship of major gift prospects
- Actively manages a portfolio of major gift prospects
- Prepares periodic verbal and written reports to document activities and accomplishments as they relate to the established goals and strategies
- Participates in Foundation Board of Directors meetings
- Supervises, trains, and evaluates major gift fundraising staff
- Set budget allocations based on given budget and controls expenditures accordingly
- Performs other work related duties as assigned

Qualifications

The ideal candidate will possess the following: significant fundraising experience, including major gifts and campaign experience; knowledge of planned giving; administrative and leadership experience; demonstrated ability to recruit, organize, motivate, and manage a team; exceptional interpersonal and communication skills. Bachelor's degree required. Preference given to candidates with Master's degree or CFRE certification.

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 Application review begins October 15, 2009. Cover letters can be addressed to Virgil Scott, President/CEO.