



## CLARK ATLANTA UNIVERSITY Job Description

<b>Position Title:</b>	<b>Director of Development</b>
<b>Department:</b>	<b>Institutional Advancement</b>
<b>Reports To:</b>	<b>Vice President</b>

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*The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.*

### ***General Function (Description):***

Director of Development establishes strong relationships with individual donors, alumni, foundations, corporations and friends of the University for the purpose of securing major gifts in support of CAU's mission and vision. The Director of Development maintains a pipeline prospect list of 75 - 100 active prospects with a monetary value of at least \$2 million.

The Director of Development reports to the Vice President or his designee and will collaborate with, deans, unit heads, faculty and staff to manage fundraising efforts. The Director of Development will work in tandem with alumni relations and other Institutional Advancement leadership.

### ***Examples of Duties and Responsibilities:***

- Articulates the vision, mission, goals and core values of the Clark Atlanta University.
- Works closely with the deans and unit heads to establish a core group of volunteers by School, unit or department on fundraising initiatives.
- Ensure effective and efficient development functions- including prospect research, solicitation and donor stewardship, with a focus on gifts of \$25,000 and above.
- Manages a portfolio of 75 or more major gift prospects through the entire cycle of development – from research and identification through cultivation, solicitation, closure and stewardship. The Director will be prepared to present and defend the prospect (Pipeline) Report at least once a month.
- Completes a minimum of 48 major gift solicitations per year, to include revocable intentions, and a minimum of five major gift donor contacts per week.
- Establishes short and long-term goals for the development effort, including fundraising strategies and building the case for support.
- Implements a thorough donor acknowledgement and stewardship system and maintain consistent contact with major donors.
- Utilizes appropriate development reporting processes; monitor and objectively evaluate related fundraising appeals; develop standard activity and progress reports for monitoring and evaluation.
- Manages the solicitation process, including recommending proposal ask amounts and monitoring committee/volunteer assignments.
- Undertakes special assignments on behalf of CAU as requested.

### ***Knowledge, Skills and Abilities:***

- Team-player with strong dedication to the purpose and mission of CAU

- Empathetic listener with corresponding excellence in verbal and written communications.
- Attention to detail.
- Personal value system that encompasses a solid work ethic, personal integrity, conscientiousness and strong moral character.
- Quick-learner, self-starter, and self-motivated.
- Political astuteness and emotional strength.
- Positive, enthusiastic, professional image in representing the University and Foundation, both internally and externally.
- Results-oriented with a strong focus on customer service.
- Ability to work under time pressures with multiple priorities and deadlines with accuracy.
- Ability to think clearly and reason well, and willingness to ask questions, solve problems.
- Discretion with confidential information.

***Minimum Hiring Standards:***

<b>Education</b>	<ul style="list-style-type: none"> <li>• Bachelor 's Degree</li> <li>• Certified Fund Raising Executive (CFRE) certification a plus</li> </ul>
<b>Years of Experience</b>	<ul style="list-style-type: none"> <li>• Minimum 4-6 years of experience in major donor and gift solicitation, or an equivalent combination of related experience.</li> <li>• Experience in a higher education environment, having participated in a comprehensive campaign.</li> <li>• Demonstrated proficiency in Microsoft Word and Excel.</li> <li>• Demonstrated proficiency with Raisers Edge and or fundraising information systems.</li> <li>• Demonstrated experience in a position that required leadership skills.</li> <li>• Demonstrated experience in a position that required exceptional written, speaking and listening skills.</li> <li>• Proven and demonstrated ability to cultivate, solicit, and steward major gifts of \$25,000 and above.</li> <li>• Knowledge of planned giving techniques and vehicles.</li> </ul>
<b>Years of Management/Supervisor Experience</b>	1 to 3 years a plus

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