



UNIVERSITY OF
ARKANSAS®

University
Advancement

Department: J. William Fulbright College of Arts and Sciences

Position number: R0052155

Salary: \$130,000.00 (Salary negotiable based on candidate qualifications)

Working Title: Senior Director of Development

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Job Summary:

J. William Fulbright College of Arts and Sciences at the University of Arkansas is seeking a dynamic leader and team member to serve as the Sr. Director of Development (Sr. DOD).

Fulbright College is comprised of three schools and 16 academic departments, offering degrees in the fine arts, humanities, natural sciences, and social sciences. With a current enrollment of 7,000 undergraduate students, more than 850 graduate students, and 80,000 living alumni throughout the world, the college provides the majority of the university's core curriculum coursework.

The Sr. DOD for Fulbright College will be an integral member of the Division of Advancement reporting to the Vice Chancellor for Advancement and Senior Advisor to the Vice Chancellor with a dotted reporting line to the Dean. Embedded in the Fulbright College, this position will lead a team and be responsible for oversight and strategic execution of fundraising initiatives to support university and college priorities.

The position requires a dynamic and collegial individual with demonstrated major giving success and management of donor engagement and stewardship programs.

In consultation with the Vice Chancellor and Dean, the Sr. DOD will be responsible to lead the Fulbright team in achieving individual and team member metrics, including, but not limited to, fiscal year goals, priority initiatives, personally scheduled visits, travel, proposal submissions, and contributed revenue. Additionally, the Sr. DOD will maintain a balanced portfolio of well-established relationships and new prospects, manage an effective stewardship program, coordinate the dean's development and external relations agenda, and engage the Fulbright College senior-level university administrators, faculty, staff and volunteer leaders in appropriate activities.

Duties and Responsibilities

- In consultation with the Vice Chancellor, Senior Advisor, and Dean, the Sr. DOD will be responsible to manage, implement, and lead the College's fundraising team in achieving the College's approved fundraising goals and strategies, including, but not limited to, harmonizing, facilitating, and helping achieve the Chancellor's fundraising goals and initiatives as well as working to facilitate agreements, acknowledgements, accounting, and gift compliance requirements consistent with Advancement Division and University policies, procedures, and practices.
- Creating strong and collegial relationships with the Dean, Department Chairs, Faculty and Staff of the College and developing a high level of expertise regarding all aspects of the College, including, but not limited to, its academic course offerings, research initiatives and achievements, and public service activities.
- Metrics include: 175 face-to-face visits per year, timely completion of Reports of Contact (ROC) with a follow-up "next step" (visits by videoconferencing on Zoom or Teams, or in-person visits are counted upon submission of a ROC), developing strategies for soliciting individuals in the portfolio, planning travel on a quarterly (every three-months basis) and executing travel plans.
- Developing strong and collegial relationships with Advancement Division team members.
- Being an innovative problem-solver and entrepreneurial thinker as a member of the Advancement Division Team to achieve College and campus fundraising initiatives and to enhance and improve all fundraising operations of the College and University.
- Possess excellent and thoughtful proposal writing and editing skills to create original proposals and reports.
- Effectively communicating (verbal and written) with colleagues, donors, alumni, and constituents with professionalism, compassion, and representing the College and University in the best possible way.
- Effectively managing a portfolio, including, but not limited to, consulting and coordinating with the Advancement Division research team to identify, research, and qualify new prospects.
- Engaging with and involving Advancement and College-level administrators in meaningful donor cultivation and engagement activities when appropriate.
- Traveling and working irregular hours whenever needed to achieve fundraising goals.
- Providing top-tier leadership for the College by modeling the highest levels of professionalism, work ethic, and creating a work environment characterized by positivity, productivity, collegiality, and accountability to serve the best interests of the College and the University as well as elevate the performance of each team member and the College fundraising team, including, but not limited to, supervising and mentoring each team member's individual performance as well as recommending training, professional development, goals, portfolio management and annual review.
- Performing administrative duties as assigned and adhering to Fulbright College and University Development policies and procedures.
- Assisting in budget development, management, and execution for the College in coordination with the Advancement Division and the College.

- Communicating challenges, concerns, and issues that may arise to the Vice Chancellor, Senior Advisor and Dean to ensure the success of the fundraising goals of the College.
- Building and nurturing a “Circle of Safety” for all team members in the College and the Advancement Division.
- Performing administrative duties for the College and other tasks as assigned.

Qualifications

Minimum Qualifications:

Bachelor's degree from an accredited university

- Proven track record:
 - Five years of development leadership experience in a higher education setting, including demonstrated major gift success, or equivalent experience in another non-higher education setting.
 - Experience managing volunteers and advisory boards and supervising staff.
 - Professional travel.
 - Effective written, oral communication, and organizational skills.
 - Successful participation in a major giving campaign (preferably in higher education).
- Preferred Qualifications:
 - Familiarity with a university campus and a college of arts and sciences.
 - Familiarity with business analysis in fundraising.
 - Graduate of the University of Arkansas – Fayetteville.
 - Proven track record of an existing network of relationships with current and prospective benefactors to the College and University.

Knowledge, Skills & Essential Requirements:

- Principles of fundraising and ability to participate in all aspects of the gift cycle: (1) to initiate contacts with potential donors; (2) to develop appropriate cultivation strategies, including working with volunteers and senior University administrators; (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with donors.
- Commitment to one or two multi-day trips per month sufficient to meet the metric of at least 175 face-to-face visits per year.
- Mission-aligned with the University’s pillars: student success, research excellence and employer of choice initiatives.
- Guided by the highest integrity.
- Goal-driven as evidenced by persistence and successful outcomes.
- Value diversity of individuals, experiences, and perspectives.
- Regular, reliable, and non-disruptive attendance and an ability to create and maintain collegial, positive, and harmonious working relationships with others.

- Special event management.
- Public representation of the College and the University.
- Strategic planning and deadline management.
- Collaborative and collegial leadership style, solid relationship-building skills, and respectful/thoughtful response to input and interface with supervisors, division colleagues, alumni, donors, volunteers, leading faculty, administrators, and trustees.
- Microsoft Office Suite proficiency and willingness to learn and use other work-related databases.
- Ability to receive and provide constructive feedback to advance fundraising initiatives.
- Ability to place team interest above self.

Work Schedule:

Schedule may vary based on department needs to include occasional nights or weekends.

Job Duties (Percentages):

85% - Maintain a portfolio of major gift prospects and responsible for strategies leading to the successful cultivation of these prospects for commitments and gifts. In consultation with the Vice Chancellor, Senior Advisor, and Dean, the Sr. DOD will be responsible to manage, implement, and lead the College's fundraising team in achieving the College's approved fundraising goals and strategies, including, but not limited to, harmonizing, facilitating, and helping achieve the Chancellor's fundraising goals and initiatives as well as working to facilitate agreements, acknowledgements, accounting, and gift compliance requirements consistent with Advancement Division and University policies, procedures, and practices. Collaboration with academic leadership, deans, or vice chancellors as required.

15% - Administration as assigned, including supervision of staff, special event planning and management, as well as adherence to J. William Fulbright College of Arts and Sciences and University Development policies and procedures.