

Job Description

Director of Philanthropy - (180326)

Description:

Embry-Riddle Aeronautical University is seeking a Director of Philanthropy that will support the Prescott Campus. The Director will report to the Executive Director of Philanthropy, and will be assigned by University's central development program to support the philanthropic programs and goals for the Prescott Campus, as well as the projects and programs for University at large.

The Director works closely with the Prescott Campus Chancellor and Deans and senior staff of the central development enterprise to establish philanthropic priorities and develops both long-term strategies and tactics for addressing them.

The Director is expected to engage with their assigned unit, supporting the unit leader and designated faculty or staff in their efforts to secure philanthropic gifts for that unit. The Director is expected to develop a rapport with personnel in the unit and to become knowledge expert in the needs, opportunities, challenges, strategic plans and points of pride for that unit. The Director shall be also actively engaged with the central development enterprise, attending required meetings and fulfilling all organizational and supervisory obligations.

PRIMARY RESPONSIBILITIES

Solicit Gifts:

The Director shall be assigned a portfolio of from 75 to 150 prospects; conduct discovery, qualification, cultivation, solicitation and stewardship within this portfolio; engage current and prospective donors through print or electronic correspondence, calls, encounters at events and, most importantly, individual, face-to-face visits; and travel extensively for those meetings. The Director's primary objective is to secure gifts for the assigned unit, though other opportunities may be pursued as well, in order to optimize overall giving to the University.

Develop Solicitation Strategies:

Develop long-term strategies and tactics for each prospect and implement them and collaborate with colleagues in the Division to achieve unit and institutional donor engagement and stewardship goals. The Director's primary responsibility is to develop strategies for the prospects assigned to them for the unit.

Unit Donor Retention:

As directed by the supervisor, collaborate with the central divisional donor engagement unit to place special emphasis on retention of major donors to the assigned unit, as well supporting the elevation of their giving. The Director's primary objective is to ensure continued giving of approved prospects to the assigned unit.

Unit Liaison:

Engage with and coordinate development activities within assigned unit. Participate in leadership meetings at their assigned units in order to better understand the unit's needs, challenges and opportunities. Build lasting, effective relationships with administrators, faculty and staff associated with their unit and across campus to best engage them in the process of philanthropy. Advise the unit leader on the institution's philanthropic policies, practices, schedules and strategies, as well as on general best practices in philanthropy. Operate within the framework of the MOU governing the position and ensure a strong and healthy relationship with and between the assigned unit, other units, and the central administration of Philanthropy & Alumni Engagement (PAE) and the University. Collaborate closely with the Corporate Relations office when working with and/or contacting corporations. The Director shall ensure that engagement and travel plans for the purposes of advancement undertaken either by Divisional staff assigned to the unit's development and/or by faculty, staff, or administrators at their assigned unit align with institutional expectations regarding cost-effectiveness and best-practice development strategy aimed at optimizing University outcomes as articulated by the Senior Vice President of Philanthropy and Alumni Engagement.

Support Central Development:

Observe institutional development policies, participate actively in obligatory meetings held by central development and maintain a satisfactory level of training and knowledge of best practices. As assigned, assist the central development enterprise in achieving its broader objectives. This may entail transferring or sharing assigned prospects based on their interests in other units. Conduct discovery, qualification, cultivation, solicitation and stewardship within this portfolio. Engage current and prospective donors through print or electronic correspondence, calls, encounters at events and, most importantly, individual, face-to-face visits. Complete timely, accurate and concise contact reports and enter them into the Division's enterprise system(s).

QUALIFICATIONS

Minimum Qualifications

- Bachelor's degree and two years of experience as a successful, professional face-to-face solicitor of philanthropic gifts of \$10,000 or more or similar experiences.

Preferred Qualifications

- Professional experience in a higher education advancement setting is strongly preferred.
- Professional experience in aviation or aerospace environments is an added plus.

KNOWLEDGE

- Development and alumni relations best practices, especially in the area of major giving strategy and solicitation
- Proper business correspondence
- Proficiency in the Microsoft Office Suite (Outlook, Word, Excel, PowerPoint)
- Use of general office equipment and computer
- Use of the internet as a productivity or research tool
- Business and professional etiquette
- Basic understanding of research

SKILLS

- Excellent written and oral communication skills
- Problem-solving skills, emphasizing a solutions-oriented mentality
- Excellent interpersonal skills
- Excellent organizational skills and attention to detail
- Strong analytical skills
- Basic budgeting and cost-estimating
- Customer relations skills
- Comprehend, analyze and synthesize prospect reports, maps, tables, graphs and other technical information

ABILITIES

- Successfully conduct face-to-face major gift solicitations
- Use mobile devices to enhance professional productivity
- Energetic and self-motivated, well-prepared, with routinely robust follow through
- Demonstrate strong character, emphasizing integrity, caring and honesty, as well as loyalty to the institution
- Develop proficiency with University's fundraising database/software
- Maintain positive and respectful engagement with colleagues and clients
- Effectively prioritize and manage multiple tasks simultaneously
- Adaptable and resilient when confronted with challenges and changing priorities
- Manage and meet deadlines
- Adhere to Divisional and University policies and procedures
- Compile expense reports
- Plan and appropriately execute social engagement activities
- Read and generate prospect reports, maps, and other technical information associated with giving and engagement
- Work effectively in a multi-faceted organization and develop cooperative and mutually respectful relationships with stakeholders at all levels, as well as diverse individuals and communities
- Manage sensitive and confidential information
- Demonstrate an authentic and enthusiastic interest in the mission of the University
- Optimize travel planning and execution
- Work frequently on evenings and weekends
- Maintain a valid driver's license and possess the ability to safely and effectively drive

Primary Location: United States-Arizona-Prescott

Job: Development & Alumni Relations

Education Level: Bachelor's Degree

Employee Status: Regular

Schedule: Full-time

Shift: Day

Travel: Yes, 50 % of the Time

Posting Date: Jul 3, 2018