Associate Director of Development, University Scholarships

**Description**

The expanding team at Michigan State University’s Office of Undergraduate Scholarships is responsible for raising funds for crucial initiatives dedicated to the undergraduate student experience.  Building upon the successful student support fundraising effort during the recently completed *Empower Extraordinary* Campaign, this expanded unit will raise critical support for undergraduate scholarships, student engagement, and undergraduate student success initiatives all of which directly impact the experience and success of undergraduate students.

The Undergraduate Scholarships team is seeking an enthusiastic, energetic and results-oriented individual to join its dynamic fundraising team as the Associate Director of Development. The Associate Director will be instrumental in helping the unit achieve aggressive goals by identifying, cultivating and soliciting individuals for significant 6- and 7-figure support as well as periodic special purpose appeals and programs with key constituencies, corporations and foundations.

The Associate Director of Development is expected to be an accomplished, responsive and collaborative member of the Undergraduate Scholarships Team who executes an aggressive schedule of donor activity to ensure a continuous pipeline of private support for the university.  The Associate Director will report directly to the Senior Director of Development for University Scholarships, with additional reporting responsibilities to the Director of the Office of Financial Aid.

The Associate Director of Development will manage a portfolio of 125-150 major donor prospects, focusing efforts on prospects whose philanthropic capacity is $100,000 or more in order to maximize the fundraising potential on behalf of Michigan State University.  The Associate Director will average 12-15 face-to-face strategic visits per month, which will result in greater engagement and movement toward a major gift solicitation at a rate of 2 to 4 solicitations per month, with all solicitation efforts cleared and coordinated with the Office of University Development at Michigan State University.   The Associate Director will dedicate a significant amount of time traveling, with emphasis initially focused on prospects in Southeast Michigan and states east of the Mississippi River.

**Qualifications**

**Required:**

The job requires: knowledge equivalent to that which normally would be acquired by completing a four-year college degree program in Communications, Public Relations, Marketing and/or Business; three to five years of related and progressively more responsible or expansive work experience in public relations, volunteer administration, professional and higher education fund raising, marketing or related field; or an equivalent combination of education and experience.  Travel is required; must have valid driver’s license.

**Desired:**

* A Bachelor’s degree; master’s degree preferred.
* Five years of related and progressively more responsible or expansive experience in professional fundraising, public relations, marketing or related field; working knowledge of tax laws affecting charitable giving; or an equivalent combination of education and experience; possession of a valid vehicle operator’s license.
* Excellent writing and verbal communication skills.
* Excellent interpersonal skills.
* Experience in public speaking.
* Collaborative team-oriented style.
* Experience with “Moves Management” or related strategic relationship development.
* Ability to “close” gifts or business deals with demonstrative experiences closing gifts of $50,000 or more.
* Working knowledge of tax laws affecting charitable giving.
* Travel involving automobile, airline and rail.

**How to apply**

If you have any questions regarding this position, please contact Pat Karam, Recruitment Manager at karampat@msu.edu or Jennifer Bertram, Senior Director of Development for the office of University Scholarships at bertram9@msu.edu.

Candidates must submit an application and resume through the Michigan State University Human Resources web-based system, the URL for this website is [www.careers.msu.edu](http://www.advancement.msu.edu/).  Please indicate the position number **567419**when submitting your application.

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*MSU is committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. The University actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.*