

**Executive Director of Constituency Programs**

## Position Summary

Michigan State University's Office of University Advancement is seeking two experienced, highly motivated individuals to serve as Executive Directors providing oversight to Constituency Programs. As part of a team of three constituency executive directors, these individuals are responsible for the hiring, direct management, supervision and evaluation in partnership with each Dean/Director of 29 college/constituency unit fundraising programs across MSU (each director responsible for a respective subset of 29 direct reports); serves as the primary University Development liaison with deans/directors within the constituency units; assists and monitors the development of principal and major gift strategies; helps resolve problems as well as removes barriers to assure that development officers can be successful in furthering the mission, philanthropic goals and overall fundraising effectiveness within their respective units; and works directly with the Associate Vice President and Vice President for University Advancement in the planning and execution of fund-raising projects.

### **Characteristic Duties and Responsibilities**

- Identifies, interviews and hires staff to execute the fund raising for a subset of colleges and non-academic units comprising Constituency Programs; supervises and mentors Constituency Programs staff on methods of prospect identification, solicitation and cultivation in order to achieve successful solicitations for funds.
- Manages, supervises and evaluates the Senior Directors and Directors of Development for the Constituency Programs on a regular basis concerning the conduct of the programs for which they are responsible.
- Directs the implementation of policies, programs and strategies of University Development across the colleges and units constituting Constituency Programs.
- Prepares detailed reports on the conduct of the development program and presents such reports to the AVP & VP for University Advancement and other groups as designated.
- Directs the management of tracking top prospects according to established policies and procedures.
- Maintains positive relations with the schools and colleges and other units of the University to work collaboratively with them.
- Develops policies and procedures as necessary and periodically reviews policies to ensure they remain valid and workable.
- Assists in budget preparation in order to ensure consistency with departmental goals.
- Provides assistance to donors regarding tax laws, policies and procedures and resolves problems in order to maintain a positive image of the University.
- Assists in setting both long- and short-term goals in order to determine resources required.
- Prepares and analyzes statistical data and confidential campaign progress results for University Administrators.
- Assists the Associate Vice President and Vice President for University Advancement in carrying out responsibilities in coordinating the total development program.

### **Communications/Interpersonal Relationships**

**Interacts with:**

- Provost – in order to advise on the progress of development activity across constituency programs and to develop fundraising strategies.
- Deans/Directors and faculty of Constituency Programs – in order to supervise the Programs and to educate and train them on Development direction.
- Constituency Fund Raising Staff - in order to train and oversee their work and to establish priorities.
- Department Heads/Michigan State University Executive Management - in order to consult and coordinate work within University structure to aid in the identification of potential donors and gain support of special projects.
- Michigan State University Associate Vice President and Vice President - in order to advise on the progress of specific campaigns.
- Michigan State University Trustees - in order to seek advice and obtain assistance for solicitation.
- Peers/Professional Organizations - in order to obtain advice and council on options being considered for programs.

### **Supervision Received**

Direction is received from the Associate Vice President and the Vice President for University Advancement.

### **Supervision Exercised**

- Functional and administrative supervision is exercised over all Constituency Programs staff through the Senior Directors and Directors of Development.

### **Education/Experience**

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; eight to ten years of related and progressively more responsible or expansive work experience in professional and higher education fundraising, public relations, marketing, development of budgets, preparation and presentation of case statements and analysis of operations; or an equivalent combination of education and experience.

If you have any questions regarding this position, please contact

All candidates must submit an application and resume through the Michigan State University Human Resources web-based system the URL for that website is [www.careers.msu.edu](http://www.careers.msu.edu). Please indicate the position number **590163** when submitting your application.

*MSU is an affirmative action, equal opportunity employer.*

*MSU is committed to achieving excellence through cultural diversity. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.*

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