



University of Nevada, Reno

## **Development Officers**

### **University of Nevada, Reno – Main Campus**

The Development and Alumni Relations Division (DAR) at the University of Nevada, Reno seeks an experienced, success-oriented fundraising professional to join our team in the College of Liberal Arts (CLA); see below for more information about the College.

The successful candidate will join a team that has raised over \$350M in our \$500M campaign **Building What Comes Next: The Campaign for the New Nevada**. The position focuses on soliciting philanthropic gifts, providing stewardship, managing relationships with donors/prospects, moving potential prospects through all stages of moves management, and collaborating with Annual Giving, Planned Giving and the Alumni Association to engage alumni and friends.

Development officers are supported centrally by Annual Giving, Alumni Relations, Corporate and Foundation Relations, Planned Giving, Prospect Research, University Events, Donor Relations, Financial Services and IT. DAR's goal is to provide you with support to enable you to focus on meeting with prospects in order to attain and surpass your annual fundraising metrics. Training which includes webinars, conferences, and in-house informational sessions are available.

You will have the opportunity to work directly with upper administration within the University, DAR (Vice President, Associate Vice President and Executive Directors of Development) as well as the Dean, faculty and staff of the College of Liberal Arts.

Candidates will be selected for interviews at the level their professional experiences most closely match DAR's requirements for direct, one-on-one fundraising.

### **Required Qualifications**

An Assistant Director, Development is an entry/junior level professional with knowledge of the basic aspects of fundraising, limited fundraising experience and a bachelor's degree and two years or a master's degree and one year of professional experience.

An Associate Director, Development is a mid-level professional with knowledge of most aspects of fundraising, moderate fundraising experience and a bachelor's degree and three years or a master's degree and two years of professional experience.

A Director, Development is a senior-level professional with knowledge of all aspects of fundraising, substantial fundraising experience and a bachelor's degree and four years or a master's degree and three years of professional experience.

For DAR, fundraising experience is defined as having a background in cold-calling, face-to-face solicitations and moves management. Annual giving and event fundraising, while helpful, are not given the same weight as direct, one-on-one interaction with individuals when defining work experience for the professional levels.

The candidate must be an energetic, customer-service oriented professional with a proven track record of building excellent donor/client relationships. They must have excellent written and oral communication skills with the willingness to make “cold calls” in order to cultivate, solicit and close philanthropic gifts. They must have the ability to work collaboratively and strategically.

They must have the ability to travel locally and, if needed, nationally, as well as attend evening and weekend functions when necessary.

Superior written and verbal communication skills as well as computer literacy with Windows is expected.

Because of the sensitivity of the information and data, the individual must adhere strictly to the highest professional ethics, confidentiality, discretion and judgment. This position offers the opportunity to work independently in an evolving and changing fundraising environment and combines a high level of initiative, creativity, collaboration and widespread public interaction.

### **Preferred Qualifications**

Demonstrable experience working with individuals in either a higher education development operation, sales team, or other profession that required the candidate to uncover prospects, make outreach, and meet face-to-face to cultivate and solicit prospects.

Proven ability to produce consistent results.

Demonstrated success in face-to-face solicitations of \$10K and higher.

Proficient in identifying and building a pipeline of future donors.

Experience with a metric-driven, results-oriented environment.

Ability to self-direct.

Drive to meet and exceed annual performance metrics.

Experience with fundraising databases, contact reports, proposal preparation and moves management.

### **Compensation Grade**

Assistant Director, Development Grade B

Associate Director, Development Grade B

Director, Development Grade C

Qualifications and wages are based on experience and the individual schools/ colleges.

For additional information on the University, the Division of Development and the individual Schools / Colleges please go to UNR; [UNR-external/job/University-of-Nevada-Reno---Main-Campus/Assistant-Associate-Director--Development-College-of-Liberal-Arts\\_R0113780](https://unr.edu/external/job/University-of-Nevada-Reno---Main-Campus/Assistant-Associate-Director--Development-College-of-Liberal-Arts_R0113780)