



Director of Development, Natural Sciences

Department: 11007 - UCB Development Administration

Requisition Number: 13075

Location: Boulder, CO

Employment Group: University Staff

Schedule: Full-Time

Posting Close Date: 12/3/2018 – close date extended

Job Summary

The Office of Advancement at the University of Colorado Boulder has an opportunity for a Director of Development. The director designs, directs, and implements development activities within the Natural Sciences division of the College of Arts & Sciences to increase engagement and support for the University, working most closely with academic partners in environmental-related departments and other possible disciplines. The position works with alumni and prospective donors in the Denver and Boulder metro area, and an assigned geographic region requiring frequent travel. The director carries out the institution's program of soliciting major gifts of \$25,000 and above.

Who We Are

The College of Arts and Sciences is the intellectual core of the university, conducting research, scholarship, creative work and education in more than 60 fields. Our research generates new knowledge, solving some of the world's most critical problems. The college leads nationally in undergraduate and graduate education, bringing world-class research and scholarship to our students, both in and out of the classroom. The College of Arts and Sciences comprises a vast spectrum of studies in the natural sciences, social sciences, and arts and humanities.

What Your Key Responsibilities Will Be

- Works to cultivate existing and new donor (individual, corporate, and foundation) relationships with the intent of sustaining and increasing the relationship with the donor.
- Develops and manages portfolio comprised of 80-100 individual, corporate and foundation prospects capable of making significant major gifts in order to secure commitments of at least \$25k with an emphasis on gifts over \$100k. Plans and implements programs that include measurable targets for each fiscal year (e.g., personal visits, stewardship activities, solicitations).
- Responsible for achieving goals related to personal visits, proposals presented to prospective donors, assistance provided to other colleagues, efforts to move prospects along the donor continuum and other metrics to be set with and approved in partnership with management.
- Works closely with University of Colorado (CU) faculty (may work directly with dean of school or college); and works directly with volunteers and advisory boards as needed to develop and implement fundraising strategies in order to meet established goals and objectives. Facilitates productive relationships daily between donors and CU administrators, faculty and staff to ensure effectiveness of programs.
- Works to ensure timely, accurate completion of proposals, pledges and fund agreements. Documents prospect strategies and contact reports, evaluates new prospects and generates stewardship reports and general correspondence daily to cultivate major gift prospects.
- Represents the Office of Advancement at University events in order to support the University and cultivate donors.
- This position requires ability to travel domestically and within the state of Colorado.

What You Should Know

This position involves travel up to 50% of the time.

What We Can Offer

Salary Range starts at \$90,000 depending on experience.

Benefits

The University of Colorado offers excellent benefits, including medical, dental, retirement, paid time off, tuition benefit and ECO Pass. The University of Colorado Boulder is one of the largest employers in Boulder County and offers an inspiring higher education environment.

Be Driven. Be Strategic. Be Boulder.

What We Require

- A bachelor's degree or above from an accredited college or university.
- A minimum of 5 years of successful major gift fundraising experience.
- Demonstrated success in raising individual gifts of five and six figures.
- Proficiency in Microsoft Office Products (MS Word, Excel, and PowerPoint).
- Experience using donor tracking software.

What You Will Need

- Ability to analyze information / situations and solve problems.
- Ability to work independently and collaboratively, and adapt to changing priorities.
- Knowledge of current issues facing public universities and interests of assigned school, students, faculty, and alumni.
- Demonstrated ability to recruit and manage activities of volunteer staff.

What We Would Like You to Have

- Solid knowledge of fundraising techniques.
- Experience in higher education fundraising and in science-related fields.
- Demonstrated success in cultivating and soliciting donations from individuals, corporations and/or foundations at major gift levels of \$100,000 and higher.
- Experience mentoring other staff.

Special Application Instructions

To apply, please submit the following materials:

1. A current resume.
2. A cover letter that specifically addresses how your background and experience align with the requirements, qualifications and responsibilities of the position.

You will not be asked to upload references at this time.

Please apply by November 18, 2018 for consideration.

Note: Application materials will not be accepted via email. For consideration, applications must be submitted through CU Boulder Jobs.

Posting Contact Name: Boulder Campus Human Resources

Posting Contact Email: recruiting@colorado.edu

The University of Colorado is an Equal Opportunity/Affirmative Action Employer