



## Director of Development, JILA

Location: Boulder, Colorado

Schedule: Full-Time

Posting Close Date: June 7, 2019

### ***Job Summary***

The Office of Advancement at the University of Colorado Boulder has an opportunity for an experienced Director of Development. This role serves as the primary advancement professional supporting major gift development activities on behalf of JILA, an internationally recognized research institute at CU Boulder that focuses on physics and astrophysics. The Director of Development will work closely with JILA fellows as well as with academic partners in related departments of the Colleges of Arts and Sciences and Engineering and Applied Science and other related institutes and/or disciplines. This position is a field-facing resource development role; advancement professionals with demonstrated experience in major gift fundraising (at least \$25,000 with a focus on gifts of \$100,000 or more) in a research-intensive environment are preferred.

### ***Who We Are***

As a world-leading physics and astrophysics research institute, JILA was created over fifty years ago through a unique partnership between the University of Colorado Boulder and the National Institute for Standards and Technology (NIST). JILA is consistently ranked as one of the top AMO (Atomic, Molecular and Optical) Physics programs in the nation. Three JILA Fellows have been awarded the Nobel Prize in Physics. JILA is world renowned for its interdisciplinary research in topics ranging from quantum physics, AMO and chemical physics to nanoscience and astrophysics.

### ***What Your Key Responsibilities Will Be***

- The Director works to identify, qualify, cultivate, solicit and steward new individual donor relationships with the intent of securing and sustaining philanthropic support from and increasing the relationship with the donor.
- Portfolio Management: The Director manages an assigned portfolio of prospective donors containing between 85 and 100 prospects. Goals relating to personal visits, proposals at the major gift level, proposal assists, stage moves and portfolio engagement are established with, and approved annually by, the Senior Director.
- The Director works closely with University of Colorado (CU) faculty and staff and is expected to partner directly with the Chair of JILA and the JILA Fellows to engage prospective individual donors.
- The Director collaborates with JILA's Chief of Operations as needed and directly with volunteers and JILA advisory board members as needed to develop and implement fundraising strategies in order to meet goals and objectives established with the Senior Director.
- The Director facilitates productive relationships between donors, JILA and CU administrators, faculty and staff to ensure effectiveness of programs and a high level of donor satisfaction.
- At the discretion of the Senior Director, serves as JILA's liaison to campus-level corporate and foundation relations teams for collaboration with principal investigators to optimize support of JILA researchers by campus-level corporate and foundation relations professionals to maximize corporate and foundation charitable grant opportunities.
- Works to ensure timely, accurate completion of proposals, contact reports, pledges and fund agreements. Documents prospect strategies, evaluates new prospects and generates stewardship reports and general correspondence daily to cultivate major gift prospects.
- The Director abides by all relationship management protocols for individual donors and prospective donors, and corporate and foundation grantors.
- The Director represents JILA and the Office of Advancement at University of Colorado Boulder and other campus events in order to support the University and cultivate donors.

### ***What You Should Know***

- This position requires monthly travel within and outside of the state of Colorado.

### ***What We Can Offer***

Salary is commensurate with 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 Dynamic. Be Successful. Be Boulder.***

### ***What We Require***

- A bachelor's degree from an accredited college or university.
- A minimum of 5 years of top level, successful fundraising experience. Demonstrated
- success in raising major gifts (\$25,000 and higher).
- Proficiency in Microsoft Office Products (MS Word, Excel, and PowerPoint).

### ***What You Will Need***

- Excellent verbal and written communication skills, with the ability to develop and maintain interpersonal relationships.
- Ability to understand and interpret technical and scientific information in such a way as to make a compelling case to prospective donors.
- Ability to analyze information/situations and solve problems.
- Ability to handle sensitive information discretely and maintain confidentiality. Must be
- able to organize and manage multiple projects simultaneously.
- Must have ability to work independently and collaboratively, and adapt to changing priorities.
- Knowledge of current issues facing public universities and interests, scientific reaching and research, as well as students, faculty, and alumni.
- Demonstrated ability to recruit and manage activities of volunteers. Positive
- outlook and demonstrated commitment to diversity and inclusivity.

### ***What We Would Like You to Have***

- Five or more years of progressively responsible fundraising experience.
- Experience in higher education fundraising, specifically fundraising in a research-intensive environment.
- Demonstrated success in cultivating and soliciting outright and deferred gifts from individuals at the major gift level (\$25,000 and higher).
- A degree in natural science.
- Understanding of/experience in scientific research.
- Experience using donor tracking software.

### ***Special Application Instructions***

To apply, please visit our jobs website at:

<https://jobs.colorado.edu/jobs/JobDetail/Director-of-Development-JILA/18315?>

You will be asked to 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 June 7, 2019 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](mailto:Recruiting@colorado.edu)**

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