



Position: Director of Development

Department: Advancement and University Engagement

Position Summary:

The Director of Development will manage a portfolio of approximately 150 prospects, including the qualification, cultivation, solicitation and stewardship of gifts of \$10,000 and above. He/she is responsible for meeting key metrics including dollars raised and number of meaningful personal contacts while building and advancing strong relationships with the University for current and prospective donors.

Responsibilities:

- Identify, qualify, cultivate, and solicit gifts of \$10,000 or higher by matching donors' philanthropic interests with needs of the University.
- Facilitate a required minimum of 200 NGU-oriented, substantial, face-to-face visits (an average of 5 visits a week) for 40 of the 52 weeks in the fiscal year.
- Achieve annual fundraising goal: 15 new gifts at \$10,000 or greater, for a total of \$150,000 in new gifts for the fiscal year.
- Manage a portfolio of approximately 150 donors/prospective donors; identify, qualify, cultivate, solicit, and steward these important alumni and friends of the University.
- Set and carry out an appropriate and effective strategy for each prospect.
- Work collaboratively with volunteers, other members of the NGU Advancement and University Engagement team, and other University representatives to cultivate and solicit donors for the University's priorities.
- Assess the needs and interests of major donors in order to develop and maintain relationships between them and the University.
- Document contacts with donors and prospective donors through NGU's Advancement framework.



Qualifications:

- Supports NGU's mission, core values, and commitment to a Christian lifestyle and character in keeping with biblical models.
- Active in a biblically faithful evangelical church, preferably one affiliated with the Southern Baptist Convention.
- Awareness of and appreciation for the work of the Southern Baptist Convention and Baptist state conventions.
- Affirm the Baptist Faith and Message 2000 without reservation.
- Fundraising experience, preferably in higher education, and in cultivating and soliciting prospects capable of five- and six-figure gifts.
- Highly energetic professional with a track record of building donor relationships and closing gifts of \$10,000 and above.
- Self-motivated and self-starting.
- Possesses excellent oral, written, and interpersonal skills.
- Committed to the highest standards of personal and professional integrity.
- Willing to work evenings and weekends as needed to accomplish job responsibilities.
- Successful candidate should have at least two years of progressive and direct experience that has enhanced the applicant's communication, management, and fundraising-related skills.
- The successful candidate will demonstrate success in a career that calls for being personable, sincere, and cheerful, along with being hardworking, team-oriented and having a desire to help people.

Physical Requirements:

- Visual Abilities: read reports, create presentations and use a computer system.
- Hearing: hear well enough to communicate with co-workers, vendors, and students.
- Dexterity, grasping, feeling, write, type and use the telephone, copier, and computer systems.
- Mobility: open files and operate office machines; move between departments and attend meetings across campus.
- Talking: frequently convey detailed or important instructions and ideas accurately, loudly, or quickly.
- Lifting, pulling, pushing: exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.



- Cognitive/Emotional: ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Working Relationships:

This position is a full-time, exempt position in North Greenville’s Advancement and University Engagement Office, located at the main campus in Tigerville, SC. The Director of Development reports to the Assistant Vice President for Advancement and Alumni Engagement.

Work Schedule:

Monday through Thursday, 8:30 a.m. – 5 p.m. and Friday, 8:30 a.m. – noon. Work with evening or early morning events and occasional overnight travel required.

Travel:

Frequent travel is required of the Director of Development. Most travel will be within the Upstate of South Carolina and in Western North Carolina and not require overnight stays. Occasional overnight travel in the region and nation will be required. Mileage Reimbursement is offered for any work-related travel.

This job description in no way states or implies that these are the only duties to be performed by the employee. The employee will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.