



## Savannah State University Position Description – Director of Development

### **POSITION DESCRIPTION**

Position Title: Director of Development FLSA Status: Exempt  
Reports to: Vice President for University Advancement  
Division: University Advancement  
Date Prepared: May 21, 2009

### **BASIC FUNCTION**

The Director of Development works as part of an integrated team to build the fundraising capacity of and expand private funding for Savannah State University; and, will provide strategic input for and administrative oversight of the University's fundraising program.

### **NATURE & SCOPE**

This vital position is responsible for fund development, donor & prospect information management, financial stewardship and fiscal reporting while implementing fundraising activities aimed primarily at major and planned gifts for endowment building and increasing scholarship support. The Development Director works closely with the Stewardship Coordinator, Database Manager; and, collaborates regularly with the Director of Alumni & Annual Giving, and the Director of Marketing & Communications. The Director will be the primary fundraising resource to the Athletic Director, and Dean(s) of the College of Liberal Arts & Social Sciences, College of Business Administration, College of Sciences & Technology or their designee. This position helps ensure compliance with State and University policies related to the solicitation, acceptance, and use of private gifts. To be successful, the incumbent must possess a high degree of professionalism, discretion, and flexibility; and, be well organized and effective at dealing with a wide range of individuals representing internal and external concerns.

### **PRINCIPLE ACCOUNTABILITES**

**Development Program:** Plans, directs and implements a comprehensive development program that generates individual donors, and corporate, community organization, and foundation support.

1. Directs a fund development program focusing on major gifts from individuals, foundations, county government, civic organizations, local businesses and corporations.
2. Oversees and implements strategies that will grow the University's endowment and scholarship funds.
3. Leads strategies and research to identify, prioritize, cultivate, solicit, recognize and steward all donors and prospects; with particular emphasis on major and planned gifts.
4. Builds and sustains relationships with current, new and prospective donors.
5. Supervises the Grant Writer, and oversees the maintenance of an accurate grants portfolio and calendar; and ensures transmission of this information monthly to the VPUA/Executive Director.
6. In conjunction with the Director of Alumni and Annual Giving, supervises the Annual Fund and Call Center Manager, and oversees associated giving clubs and donor recognition activities.
7. Through the Director of Marketing & Communications, collaborates with the Graphic Artist and Public Relations & Marketing Specialist to produce compelling direct mail appeals.
8. Maintains an active portfolio of major gift donors and prospects. Writes proposals and secures funding.
9. Collaborates with the Stewardship Administrator and Database Manager, to ensure accurate donor/prospect database and to track and profile donors and prospects; and, in coordination with staff; issues email announcements as necessary.
10. Ensures compliance with fundraising policies and procedures. Reviews requests for fundraising activities from internal and external affiliated organizations and makes written recommendation for approval or disapproval to the Vice President of University Advancement.
11. To ensure the University's long-term financial health, in collaboration with the Director of Alumni & Annual Giving, develops, markets and implements a planned giving program aimed primarily at alumni.
12. Collaborates with Director of Marketing & Communications on the preparation of external and internal communications related to the fundraising program; to ensure that website and publications include donor focused content.
13. Through the VPUA, works with President's Cabinet to enhance development efforts and assists in the managing portfolios of major donors and prospects.
14. As assigned by the VPUA/Executive Director, works with professional consultants to monitor program progress, plan donor cultivation and solicitation tactics, develop marketing and communications strategies, train volunteer solicitors, and recommend action needed to maintain momentum of the fundraising efforts for SSU.

**Grant Fund Management:** Ensures an effective private grant program.

1. Oversees grant-writing efforts; ensures follow-through on current strategies and major tasks and deadlines.
2. Leads the research, identification, cultivation, solicitation and stewardship of grant-making prospects.
3. Ensures timely preparation of letters of intent, grant proposals and other reports or materials needed for effective cultivation, solicitation, and stewardship of grant-making donors and prospects.
4. Ensures timely submission of progress reports, and collaborates with Director of Institutional Research & Planning to make certain that the most up-to-date institutional information accompanies all proposals; and follows up with inquiries as needed.
5. Develops materials, processes, and approaches to facilitate work of Grant Writer

**Development Communications:** Through the VPUA, works with senior administration, staff, consultants, et al, to ensure strong communications across all program areas to strengthen overall effectiveness of fundraising efforts.

1. Collaborates with staff, consultants, and grantees to gather stories and statistics that demonstrate the institution's work of grantees and donors.
2. Represents SSU at public events, conferences, workshops and media events, as assigned.
3. Collaborates with the Director of Marketing & Communications and AA to VPUA to facilitate development-related public appearance schedule for the VPUA/Executive Director.
4. Through the VPUA, and in collaboration with the Executive Assistant to the President, facilitates development related public appearances by the President.

**Management:** Performs general management responsibilities, including annual plans, budgets, reports, evaluation and oversight of staff.

1. Prepares annual development plan to corresponding budget outlining revenue and expenses; monitors progress against goals and produces monthly reports.
2. Works as an effective and proactive team player.

**Other Duties as Assigned.**

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

- Through knowledge of the principles, ethics and best practices of fundraising,
- Superior written, verbal, interpersonal and relationship-building skills,
- Entrepreneurial spirit; self-motivated and goal-driven; dynamic, creative and flexible; advanced organizational, time-management and follow-up skills,
- Demonstrated success in working as a member of a team and developing effective working relationships with internal and external stakeholders,
- Advance computer skills with no less than 3 years of Raiser's Edge experience, and high proficiency in Microsoft Office (Word, PowerPoint, and Excel) required.
- Knowledge of local, state and national philanthropic communities.
- Ability to work well under pressure and to plan, prioritize, coordinate, and lead multiple long and short-term projects simultaneously, meeting all related deadlines.
- Results-oriented, persistent and persuasive in the contact, follow-through and completion of acquiring donor gifts,
- Ability to work unsupervised; make decisions and solve problems independently, effectively and creatively,
- Understands the confidential nature of fundraising efforts and donor information, and maintains confidences.

Bachelor's degree and minimum of 5-7 years successful fundraising experience in higher education setting, including development management role required. Additional experience with grant writing/administration strongly preferred. Demonstrated success meeting revenue goals, securing sponsorships and planning/executing special events. Proven track record developing, cultivating, soliciting and closing major gifts (\$10K+).