

POSITION DESCRIPTION

Title: Executive Director of Central Major Gifts

Position Number: 00105171

Position Type: SAAO Tier II

Job Code: C692U

FLSA Status: Exempt

Department ID: 082001 – University Advancement

Supervisor Title: Assistant Vice Chancellor for University Advancement

Supervisor Name: Carrie Bhada

About NC State:

North Carolina State University (NC State) was founded in 1887 with the purpose of creating economic, societal and intellectual prosperity for the people of North Carolina. Today it is the largest university in North Carolina with more than 34,000 high-performing students, 8,000 pre-eminent faculty and staff and over 230,000 living alumni. NC State is known for its leadership in research, education and service and as a research extensive university, is recognized for its strengths in science, engineering and technology. The University consistently ranks among the top public national universities and as one of the best values in higher education.

Primary Function of Organizational Unit:

The mission of University Advancement at NC State University is to facilitate communication, internally and externally, and to enhance the image of the University; to provide meaningful programs and service to alumni and friends; to seek service-support participation and ambassadorship from constituents; to build and sustain a strong volunteer leadership network; to raise money from private sources; to manage the collection of private gifts for North Carolina State University; to manage an effective alumni and development database and gift systems; and to coordinate with the General Administration in areas of government and legislative priorities in Raleigh and Washington.

In 2016, NC State launched the Think & Do the Extraordinary Campaign, the most ambitious fundraising effort in the history of the university with a \$1.6 billion goal. Priorities include dramatically increasing endowment to benefit students and faculty, enhancing facilities and strengthening support for current operations.

Primary Purpose of Position / Job Summary:

The Executive Director reports to the Assistant Vice Chancellor for University Development and serves on the leadership team for the division. This position is charged with developing and

implementing strategies for securing financial support from a portfolio of donors and prospects including identifying, qualifying, cultivating, soliciting, and stewarding major gifts for the university from alumni and friends. The Executive Director prepares and implements strategic plans for the major gift team and is responsible for meeting annual goals based on new prospect discovery and qualifications, in-person meetings, proposals submitted and gifts closed.

The Executive Director is charged with planning, coordinating and representing university-wide fundraising initiatives through programs by closely partnering with colleges and units, university leadership, and development colleagues across the university.

The Executive Director serves as the direct supervisor, mentor and coach to the central major gifts staff.

Essential Duties and Responsibilities Include:

- Grow the major gifts program and build a pipeline of individual major gift donors (\$50,000+) through identification, qualification, cultivation, solicitation and stewardship cycles
- Develop annual fundraising and program goals for staff in collaboration with AVC; monitor progress against goals and produce necessary reports
- Foster and reinforce a non-territorial, sophisticated approach to donor-centric philanthropy that encourages flexibility and responsiveness throughout University Advancement
- Actively manage a personal portfolio of current and potential major gift donors
- Initiate and conduct personal meetings with prospects and donors throughout the year and lead / participate in solicitations with university leaders and development colleagues to meet individual and achieve institutional goals
- Lead strategies to identify, qualify, prioritize, cultivate, solicit, recognize and steward all donors and prospects assigned to the Central Major Gifts team
- Work collaboratively with and in support of volunteers, other University development and advancement staff, and other College and University leaders to identify, cultivate and solicit donors for College and University-wide priorities
- Prioritize and implement complex donor strategies involving multiple units and leadership
- Build and manage regional fundraising programs engaging all units and their teams to maximize donor engagement, prospect strategies and grow major giving
- Lead and manage staff in a fiscally sound manner by ensuring that the appropriate systems, staffing and procedures are in place to support fundraising goals
- Serve as a resource, role model and coach to development staff on matters of prospect strategy and solicitation; regularly share new approaches and techniques
- Ensure that all interested parties (team members) are well informed and engaged in efforts focused on specific prospects

Other Work/Responsibilities:

Perform other duties as required or assigned by the AVC. Attend a variety of events throughout the year. Regular travel around the region and to other areas of the country; occasional night and weekend work is required.

Number of Permanent Employees This Position Supervises:

6

Minimum Education/Experience:

Requires a Bachelor's degree from an accredited college or university with 8 or more years of progressive experience in institutional advancement; a proven track record of managing frontline fundraisers, general advancement organizational management and success securing six and seven-figure gifts.

Departmental Required Skills & Qualifications:

- Proven experience and demonstrated success in major individual gift fundraising, preferably in higher education, with a deep understanding of cultivating and soliciting prospects capable of six-figure gifts or more
- Broad knowledge of the principles of fundraising and the philanthropic process and gift cycle; able to (1) initiate contacts with potential donors; (2) develop appropriate cultivation strategies for them, including working with volunteers and senior university administrators; (3) move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) make solicitations when appropriate
- Understanding of the needs and interests of major donors in order to develop relationships between them and the University
- Demonstrated leadership, team development and ability to successfully motivate and manage multi-functional and diverse staff
- Excellent written and verbal communication skills; outstanding interpersonal skills
- Problem-solving, research and analytical skills
- Ability to articulate the case for support so that individuals "buy in" to the vision/mission/goals and with sufficient effectiveness to secure gifts at assigned donor-giving levels
- Ability to build trust-based, respectful, collegial and effective relationships with faculty, administrators, volunteers, and colleagues as part of a team in a large, complex research university
- Creative, professional, and entrepreneurial spirit
- Self-motivated and self-starting
- Optimistic, persistent and positive

Preferred Experience, Credentials, Qualifications:

- Master's degree
- 3 or more years of experience managing frontline fundraisers
- Comprehensive campaign experience
- Experience negotiating and closing seven-figure gifts
- An understanding of the land grant, research Tier One university environment
- Familiarity with NC State University, its culture, history and its mission

Certification or Licensure Requirements:

A valid North Carolina Driver's License is required within 60 days of the start date. Must be maintained as a condition of employment.

Anticipated Hiring Range:

Commensurate with experience

Link to apply:

<https://jobs.ncsu.edu/postings/135297>