Director of Development and Corporate Relations

General Statement of Duties:

This key position answering to the vice president for institutional advancement has two broad responsibilities:

- S/he will conduct discovery, cultivation, and solicitation visits with donors and potential donors with the capacity to make gifts of at least $5000 per year.
- Cultivates, solicits, and closes corporate gifts and grants exclusively in support of institutional priorities. S/he is charged with writing and submitting customized grant applications to mid-large sized corporations.

Essential Duties and Responsibilities:

- Successfully initiates and completes a minimum monthly average of 15 to 20 face to face visits to individual and corporate prospects from an assigned list of prospects.
- Writes and submits major corporate solicitations which are included in the 15-20 visit expectation established above.
- Personally meets or exceeds an annual fundraising goal as established by the Vice President for Institutional Advancement.
- Cultivates corporate executives through invitations to campus and university activities. Maintains an active list of corporate suspects not in active cultivation but may move to that status in the future.
- Perform other work-related duties as assigned; the omission of specific duties does not preclude the supervisor from assigning duties that are logically related to the position.

Position Requirements:

- Bachelor’s Degree.
- Three years of experience in the advancement field.
- Demonstrated strong writing and organizational skills.
- Ability to travel independently and extensively and work evenings and weekends as needed.
- Excellent communication and interpersonal skills with the ability to work collaboratively and courteously with colleagues in advancement and across AB University.

Preferred Qualifications:

- Three or more years of experience in major gift development work and/or at least one year of grant writing and corporate/foundation relations work.
- Experience with Raiser’s Edge or a similar constituent database.