

Position Information

Job Code and Title	(9716) Senior Development Officer
Position Title	Director of Development, School of Nursing
Job Code	9716
Requisition Number	163374
Position Category	Staff - Professional Non-Faculty
Appointment Term	A = 12 month
Appointment Type	Annual renewable contract (K)
Work Hours	8:00-4:30 or as arranged
Work Days	Monday-Friday or as arranged
Total Hours or % Appointment	100%
Full/Part-time	Full-Time
Starting Hourly Rate	Arranged DOQ
Department Name	Nursing Admin, Sch of (653A)
College or Admin Unit	Nursing, School of
Campus Location	Twin Cities
Job Open Date	09-24-2009
Job Close Date	Open Until Filled
Internal Promotional Consideration	
Required/Preferred Qualifications	A bachelor's degree is required. At least seven years progressive experience in a development and/or fund-raising program, or strongly related non-profit, marketing, or similar financial services experience is required. Demonstrated experience developing and managing budgets required. Previous staff and volunteer

management experience preferred. Familiarity with development programs in higher education, community non-profit, or in marketing or sales-related positions is desirable.

Additional skills and abilities:

Demonstrated success in fundraising, including experience in major gift solicitation (especially in securing both cash and planned gifts from individuals).

Experience in a capital campaign, including work on developing case statements and strategizing and soliciting leadership gift opportunities.

Evidence of experience in identifying, rating, and cultivating prospects.

Successful recruiting, training, and managing volunteers.

Evidence of strong interpersonal skills, particularly the ability to collaborate effectively with groups and organizations both internal and external to the University.

Evidence of being highly energetic, self-starting, entrepreneurial, professional, and creative in formulating ideas, opportunities, and prospects for development activities.

Demonstrated ability to work within and lead teams.

Demonstrated experience to work with a diverse constituency including donors, alumni, non-alumni friends, faculty, corporate and foundation executives, and education leaders.

Demonstrated ability to communicate clearly and persuasively in writing and orally.

Duties/Responsibilities

1. Develop and implement a comprehensive annual and long-range strategic plan for development fundraising.

Program management:

Manage the school's development program in consultation with appropriate individuals.

Provide budget planning and oversight for the development program.

Coordinate with the Dean/COO information mechanisms to update SON faculty who are accountable for management of specific funds.

With the Dean, manage the activities of the volunteer committees including the Board of Trustees for the SON's Foundation.

Manage support staff for the development function.

Coordinate a synergy between the alumni/external relations and the development function.

Major Gift Development Activities:

Develop, implement, and evaluate a comprehensive fundraising program that meets the needs for private financial support.

Define and clearly articulate a case for support for the school and its Centers that positions it for fundraising success.

Identify, prioritize, cultivate, solicit, and steward portfolio of at least 150 major gift prospects (capacity of at least \$25K each).

Recruit, organize, and train volunteers as needed to support fund-raising activities.

Complete follow-up call assessments to maintain donor management system status reports, strategize next steps, and communicate key highlights to appropriate University stakeholders.

2. Develop and implement ongoing development/fundraising initiatives for the school's key priorities (e.g. scholarships, fellowships, endowed chairs/professorships, special projects, centers and program support).

? Coordinate involvement of deans, faculty and staff in developing the school's vision and case statement for development, in the planning of donor cultivation strategies, and in organizing volunteers for unit activities.

? Provide leadership or participate in strategic prospect coordination where appropriate, for SON's and other multi-unit gift cultivation strategies.

? Participate in process for prioritizing initiatives.

3. Participate in the overall institutional advancement and external relations activities of the school as appropriate, integrating development strategies.

? Serve on the Dean's Administrative Council.

? Work in collaboration with the Director of Alumni & External Relations to further the mission of the SON's development activities.

? Serve as liaison to communications staff within the school.

? Act as liaison between the school and the University of Minnesota Foundation and other University-affiliated organizations and alumni groups. Provide leadership to

	<p>broader development community by sharing expertise as mentor, committee member/leader, and resource to others.</p> <p>4. Serve as effective spokesperson for the values of higher education and the mission and vision of the School of Nursing to donors and prospects. This may require travel within the Twin Cities metropolitan area, the state of Minnesota, and nationally as needed to advance the development mission. This position also requires frequent attendance at evening and weekend donor activities.</p>
<p>Program/Unit Description</p>	<p>Reporting to the Dean of the School of Nursing (SON), the director of development is responsible for the planning, implementation, and evaluation of the comprehensive development and philanthropy strategy for the school. Serving as the chief development officer of the school, the individual also is expected to build upon past campaign successes, foster key relations to expand the SON's fundraising capacity, and manage a multi-faceted program to provide a strong base of annual and future giving support for the school. This person is the SON's liaison with the University of Minnesota Foundation.</p>
<p>Application Instructions</p>	<p>Apply online. FFI: Mimi Tung, Dir. of Developemnt, Collegiate Programs, UM Foundation, tungx003@umn.edu; OR Dr. Ann Garwick, Associate Dean, School of Nursing garwi001@umn.edu</p>
<p>Does this position require a background check?</p>	<p>Yes</p>
<p>Send Link to a Friend :</p>	<p>employment.umn.edu/applicants/Central?quickFind=83382</p>