**Position Title:**Associate Director orDirector of Development

**Department:** Division of Advancement

**Organization:** University of Illinois Springfield

**Salary Ranges**: Associate Director $68,850 - $76,499; Director $76,500-$85,000

**Apply Directly at:** <https://uis.csod.com/ux/ats/careersite/1/home/requisition/1035?c=uis>

**Job Summary**

Representative who plans strategies and actively seeks major gifts for the benefit of UIS. The position's emphasis is on identification, cultivation, solicitation, and stewardship of major gift donors and prospects. The individual is expected to develop and manage a caseload of up to 125 prospects and have 15 or more face-to-face donor visits or other significant donor contacts per month.

**Duties and Responsibilities**

* Identify, qualify, cultivate, solicit, and provide stewardship activities for major gift prospects and donors in collaboration with UIF and the colleges and units of UIS, focusing on the College of Health, Science and Technology and other assigned units.
* Serve as prospect manager and solicitor for major donor prospects with giving potential of $25,000 or more, coordinating all activities associated with securing and stewarding major gift commitments.
* Assist in directing capital and comprehensive campaigns of UIF and the UIS campus. Provide development leadership and plan and execute fundraising plans for assigned colleges, units and departments of UIS, coordinating plans in conjunction with deans, chairs and directors.
* Travel to local and regional territories to develop working relationships with high-end prospective donors; some travel will be in conjunction with that of the UIS Vice Chancellor for Advancement/UIF Senior Vice President and/or the UIS Chancellor.
* Assist with and participate in donor/prospect activities including special events and campus visits. Participate and serve as liaison to councils, boards and groups as requested to enhance the overall development effort.
* Maintain current knowledge and practices of development in major gifts and planned giving areas. Other duties as assigned.

**Qualifications**

Minimum Qualifications

1. Bachelor’s degree
2. Associate Director: Three (3) years (36 months) of combined professional experience in alumni relations, development, fundraising, general management, or marketing.

Director: Five (5) years (60 months) of combined professional experience in alumni relations, development, fundraising, general management, or marketing.

 Preferred Qualifications

1. Master’s degree
2. Demonstrated professional experience in higher education or other nonprofit environment.
3. Willingness and ability to assume responsibility for high-level projects as assigned.

**Knowledge, Skills, and Abilities**

* Excellent written and oral communication skills
* Computer usage, including word processing and use of data/information base systems
* Ability to work within a fast-paced, team environment.

**Travel Requirements**

Day and overnight travel is expected (30%)

**Additional Responsibilities**

This job description reflects the general nature and level of work performed by employees within this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Nothing restricts management’s right to assign or reassign duties and responsibilities to this job at any time. All employees are required to complete mandatory training by established deadlines (including, but not limited to, annual ethics training and sexual harassment training).

**UIS Benefit Programs**

* Choice of competitive health insurance plans, a dental plan, flexible spending plans, several types of term life insurance, long term disability insurance, supplemental investment programs and additional optional offerings.
* Tuition Waivers - Employees and their children may be eligible.
* Leave - sick time, shared benefits leave, vacation time, floating holidays, several paid holidays and other opportunities to take time away from work when necessary.
* Work-life balance programs – Be Well Illinois, Recreation and Wellness Programs, Adoption Benefit, Smoking Cessation Program, Weight-Loss Benefit, State Employee Assistance Programs

UIS is an affirmative action/equal opportunity employer with a strong institutional commitment to recruitment and retention of a diverse and inclusive campus community. Persons with disabilities, women, and minorities are encouraged to apply.