

Director of Development, Beloit College

Occupational Summary:

The Office of Advancement & Alumni Engagement's mission is to engage external constituents of the College, to involve them as volunteers in fulfilling its mission, and most importantly, to inspire them to invest their resources in support of the identified current objectives and strategic direction. The role of the Director of Development is a key part of an integrated fundraising approach that leverages the power of annual giving, major giving, planned giving, corporate, foundation, and government funding working together.

The Director of Development is responsible for building lasting relationships and the cultivation, solicitation, and stewardship of approximately 80-100 donor household prospects who are considered to have the potential of making significant gifts (\$50,000 and above) to Beloit College. This position reports to the Director of Major Gifts and works closely with staff and volunteers to identify donor prospects and fulfill their interests in engaging with Beloit. This position coordinates fundraising approaches, develops, assists with, and presents highly competitive funding proposals, and helps ensure a high quality stewardship process.

Characteristic Duties and Responsibilities:

1. Manages a dynamic personal portfolio of approximately 80-100 qualified major gift prospects with a goal of obtaining gifts of \$50,000 or greater from individuals.
2. Maintains a face-to-face visit schedule that ensures personal contact through at least 120 meaningful conversations that move the donor through the donor engagement process (DEP) per year.
3. Stays knowledgeable on all aspects of Beloit College including its vision, mission, history, structure, policies, financial status, etc.
4. Performs qualification calls and new donor evaluation/validation reports as assigned by the Director of Prospect Management & Campaign Manager
5. Recruits and enlists volunteers and volunteer leaders and reports to Alumni Engagement.
6. Represents the Advancement and Alumni Engagement Office and the College to internal and external constituencies; serve on committees and attend events as needed. Participates in community, civic and other activities to foster support for and involvement with Beloit College.
7. Documents all constituent activity in the Raiser's Edge database, as well as informing college faculty and staff of actions as needed.
8. Staffs and/or attends major events on campus at various times a year, including - Homecoming, Reunion, training and other events as needed.
9. Stays current on fundraising techniques and trends and the appropriate application of them at Beloit.

10. Undertakes similarly related duties as assigned.
11. Works closely with the Donor Relations staff and all members of the Advancement and Alumni Engagement Office to ensure a program of effective and efficient stewardship for all major gift donors.

Credentials and Experience:

1. Bachelor's degree required. Advanced degree or equivalent combination of education, training, and work experience preferred.
2. Training with Plus Delta Partners is preferred but not required
3. Progressively responsible leadership experience in institutional development or related fields.

Knowledge, Skills and Abilities:

1. Strong supervisory and mentoring skills with experience in building and developing teams of motivated volunteers.
2. Outstanding interpersonal and communication skills and a high degree of personal integrity, tact, sensitivity and mature judgment.
3. Excellent oral and written communication skills with the ability to persuasively articulate the vision, mission, values and goals of the institution.
4. Knowledge of fundraising CRMs with a preference to Raiser's Edge.
5. Strong organizational abilities with the ability to manage both people and processes, must be able to work successfully both individually and as part of a team.
6. Understanding of and commitment to the mission and goals of a liberal arts education and a willingness to plan an active role in the life of the college.
7. Diplomacy, tact and ability to maintain confidential information on donors and prospects.
8. Ability and willingness to travel frequently by plane, automobile and public transit and work evenings and weekends as necessary. Traveling to meet donors in person required 80% of the time.
9. Ability to contribute to a happy and joyful team.

Salary Range is \$65,000-\$80,000

How to Apply

To apply send a cover letter, resume, and names and contact information of three professional references.

[Begin Your Application](#)