

Attachment C- Advertisement

Position Title: Associate Director or Director of Development, NPRIL

Department: Division of Advancement

Organization: University of Illinois Springfield

Salary ranges: \$65,000-\$70,000

Apply directly at: <https://jobs.uis.edu>

The University of Illinois Springfield (UIS) Division of Advancement and NPRIL is hiring an Associate Director or Director of Development of Development.

This position will work under the supervision and guidance of the Associate Vice Chancellor for Development, Major Gifts, and in close collaboration with the General Manager of NPRIL, as well as other advancement team members and NPRIL unit staff.

This position will have the opportunity to:

- Fundraise to support NPRIL and UIS.
- Implement effective strategies for identification, evaluation, cultivation, solicitation, and stewardship.
- Secure philanthropic gifts of at least \$25,000 from listeners, friends, alumni, companies, and foundations.
- Cultivate relationships with key supporters and donors.
- Conduct thoughtful research and inquiries with potential donors to understand their needs, beliefs, interests, and donation habits.
- Express gratitude to donors, showcasing the difference their contributions make.
- Contribute to brainstorming and implementing innovative fundraising methods.
- Travel for donor meetings and actively engage in college and alumni events.
- Maintain organized records of donor interactions.
- Plan, organize, and coordinate daily activities to optimize donor meetings, fundraising, events, and office tasks.
- Assist with other development-related projects as required.

Ideal Competencies of a Successful Candidate:

- Collaborates effectively within the team and organization, contributing to team success through openly sharing ideas, active listening, and supporting others.
- Communicates clearly and concisely orally and in writing, actively listening and responding appropriately.
- Proactively identifies and addresses tasks, working independently to achieve individual goals.
- Manages time efficiently, prioritizing tasks, coordinating projects, and following a strategy to meet deadlines and objectives.
- Analyzes information to make informed decisions, even in complex or ambiguous situations with time constraints.
- Understands organizational relationships and dynamics to leverage them for goal achievement.
- Demonstrates confidence in soliciting and closing philanthropic gifts.

- Willingness to travel in the US and work occasional evening or weekend hours as needed.

Minimum Qualifications:

- Bachelor's degree required.
- Experience in development, fundraising, donor relations, general management, or marketing.

Preferred Qualifications:

1. Master's degree
2. Associate Director of Development, three (3) or more years; Director of Development, five (5) or more years of combined professional experience in development, fundraising, or donor relations.
3. Demonstrated professional experience in higher education or other nonprofit environments.

Knowledge, Skills, and Abilities:

- Thrives in a fast-paced, collaborative work environment focusing on performance and outcomes.
- Strong organizational skills. Excellent interpersonal and written communication skills are essential, including the ability to engage effectively with sophisticated volunteers and donors.
- Demonstrates excellent interpersonal skills with a proven track record of task completion.
- Possesses strong organizational and communication skills, both verbal and written.
- Proficient in word processing and spreadsheet applications.
- Customer service-oriented with problem-solving skills, creativity, and a positive approach to managing assignments.
- Always maintain confidentiality.
- Exhibits a strong work ethic, personal integrity, and emotional intelligence.
- Shows strategic thinking, planning skills, and the ability to think critically.
- Capable of multitasking and working cooperatively with others.
- Demonstrates a commitment to lifelong learning and professional growth.

Our team recognizes the unique nature of fundraising and welcomes candidates with transferable skills. If you have experience relevant to fundraising, share it in your cover letter. This includes skills from sales, finance, consulting, non-profit work, higher education, and more. We look forward to discovering more about you and your experiences.

The number of donor meetings will gauge success in this role, donor qualification for philanthropic giving, proposal delivery and closure, and the amount of funds raised.

Documents required:

- Completed online application
- Cover letter
- Resume/CV
- Three professional references with complete contact information

Travel Requirements

Day and overnight travel is expected (40%)

Additional Responsibilities

This job description reflects the general nature and level of work performed by employees within this position. It is not designed to be 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.

See [UIS Employee Benefits & Leave](#) for a complete list and explanation of employee benefits and leave.

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