



DIRECTOR OF DEVELOPMENT/MAJOR GIFTS

The Director of Development is responsible for all three elements of the fund-raising program; i.e. the Annual Fund, Planned/Deferred Giving, and Major Gifts. The Director of Development is responsible for the on-going functions of the development office (which may also include the campaign office when a major capital campaign is being conducted).

DUTIES AND RESPONSIBILITIES

General Characteristics and Responsibilities

The major responsibility of the Director of Development is to create and implement a resource development plan that provides the funds to accomplish Huston Tillotson University's strategic plan. A good development plan grows naturally out of the strategic plan.

The job of the Director of Development is to create a continuous outreach program to prospective donors by organizing and utilizing others. The Director of Development trains volunteers, prepares proposals, establishes donor record-keeping and maintains reporting system in Raiser's Edge.

The Director of Development must be a motivator, dynamic, creative, energetic, a salesman, and an organizer. In order to effectively lead others to sell Huston Tillotson University, one must be enthusiastic and able to convey that enthusiasm. The Director of Development must be secure, aggressive, and persistent. He/she cannot have fear of rejection. Of course, it is important to be an excellent communicator as well as a good listener. Without aggressive qualities to follow-up, the program will be a failure. How the Director is perceived is how the University will be perceived.

Primary Duties and Responsibilities

- Through face-to-face visits, written proposals and other direct contacts identifies, cultivates, solicits and stewards major individual gifts ranging from \$25,000 to \$1 million+ for identified HT fund raising objectives
- Manage a portfolio of 50 – 60 alumni, and friend donors and makes at least 150 face-to-face visits per year
- Develops written engagement and solicitation strategies for assigned prospects with capacity ratings of \$100,000 or more
- Work directly with IA team in alumni and parent relations, alumni giving corporate and foundation relations, donor relations, gift planning and prospect research.
- Moves prospective donors through the traditional cultivation and solicitation cycle
- Solicits and closes deferred gifts in instances in which interested individuals are not able to make outright gifts
- Documents results of all substantive contacts with potential donors utilizing Raiser's Edge
- Works with Vice President and fundraising staff to establish annual qualitative and quantitative goals, objectives, and key accountabilities in order to increase donors and dollars raised
- Develops a system of accountability for and reports monthly progress toward goals to the Vice President

- Performs other duties as assigned

The Director of Development honors the legacy and promotes the mission and vision of Huston-Tillotson University as a historically black University that is affiliated with the United Methodist Church (UMC), the United Church of Christ (UCC), and the United Negro College Fund (UNCF)

Supervision

This is a full-time, exempt position that oversees the fundraising component and reports to the Vice President for Institutional Advancement

Qualifications

- Bachelor's degree required; graduate degree ideal. Extensive experience in fund raising or a relate field may substitute for educational qualifications
- At least five years of experience in college/university fund development, corporate/foundation and community relations, or the equivalent in a not for profit environment
- Excellent writing, speaking, interpersonal –people – and management skills
- Successful experience in grant acquisition and in assisting colleagues with proposals for external funding
- Commitment to the mission of Huston-Tillotson University, to the leadership of the President and Vice President, and to the growth and development of the Institution