



## Executive Director of Development *Job Description*

*Washburn University Alumni Association and Foundation is committed to building a community of support to continuously strengthen Washburn University and enhance the educational opportunities and experiences of our students. We build life-long partnerships with alumni and friends, and secure, invest, and steward private financial support.*

**Job Classification:** Exempt, Full-time

**Work Schedule:** Mutually determined

**Reporting Relationship:** Foundation President

### **Primary Accountability:**

The Executive Director of Development will be an integral member of the Foundation senior leadership team and is responsible for designing and implementing strategies to produce a steadily increasing flow of private philanthropic support for Washburn University's mission.

The Executive Director of Development sets goals, monitors work, and evaluates results to ensure that strategic and operating requirements are met and are within the needs and mission of the Washburn University Alumni Association and Foundation. Plans and directs the work of the development team and is responsible for establishing overall objectives and priorities for the direction of the team. Provides interpretations and makes recommendations concerning all aspects of assigned function, indicating alternatives and solutions to the Foundation president.

The Executive Director of Development works primarily with the Foundation president, Senior Director of Gift Planning and staff to set development team and individual goals, policies and priorities. Considers and analyzes the implications of proposed actions and decisions on the organization. This position works closely with the Foundation president and management team to develop policies and procedures for the raising and documentation of major and annual gifts.

The Executive Director of Development will be a collegial and collaborative team player experienced in working closely with other units and across the organization to achieve strategic and operational goals, and working closely with campus to secure financial resources to meet the University's fundraising priorities.

### **Major duties in support of meeting annual and strategic fundraising goals:**

#### **Management**

- In collaboration with the Foundation president, develops and implements an annual plan for team operations and sets individual contributions to meet development team objectives;
- Participates in management team leadership as required;
- Provides strategic information and guidance to assist in developing goals, plans, and procedures;
- Leads, organizes, and manages the affairs of the development team including budgeting, program direction, supervision and evaluation of assigned staff;
- Organizes or participates in other initiatives to promote the Alumni Association and Foundation, Washburn University, and philanthropy;

#### **Leadership**



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- Provides effective training, support and leadership to staff and volunteers as needed to meet annual and long-term financial goals;
- Actively seeks out opportunities to be involved in the campus and community; acts as an ambassador for the Alumni Association and Foundation, Washburn University, and philanthropy;
- Maintains and enhances the credibility and reputation of the Alumni Association and Foundation.

### **Fundraising**

- Engages in direct fundraising activities by actively managing and soliciting a portfolio of major gift prospects;
- Develops strategies and approaches to generate ever-higher levels of giving;
- Forges meaningful relationships with donors and sows the seeds for giving through major gifts;
- Ensures all major donors receive appropriate, consistent recognition and an accounting of the impact that their gift has on community needs annually;
- Creates strategies to market to major donors.

### **Public Relations**

- Supports and participates in the programs and events of the Washburn Alumni Association and Foundation and other alumni and volunteer efforts as determined appropriate;
- Acts as goodwill ambassador when required to participate in organizations, business groups and boards in the community and on campus.

### **QUALIFICATIONS AND REQUIREMENTS:**

- Baccalaureate degree from an accredited college or university is required, master's degree or doctorate preferred;
- Individual must possess a minimum 7 years of leadership and development experience. Higher education experience is preferred although experience in relevant fields may be considered.
- Ability to work independently within parameters and goals set for the development team along with ability to analyze and prioritize gift sources and programs while maintaining positive relationships;
- Demonstrated success in personally cultivating, soliciting, and stewarding major and principal gifts from individuals, foundations and corporations. Knowledge of charitable gift planning and experience preferred;
- Excellent written, verbal and interpersonal communications skills. Ability to listen is essential. Able to ask questions which encourage potential donors to talk about themselves, their activities, and their philanthropic interests;
- Ability to travel off-site or out-of-town is required;
- Proven fundraising, leadership, and consensus-building skills. Proven negotiation and mediation skills. Demonstrated ethical and responsible decision-making;
- Able to lead and motivate groups and individuals. Able to think creatively and strategically to successfully mediate and negotiate with individuals and groups internally and externally. Able to overcome obstacles to cooperate and to foster harmonious relations;
- Specialized knowledge related to major gifts fundraising. Able to work effectively with donors and professional advisors;
- Able to balance competing priorities, complex situations and tight deadlines;



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- Effectively work with diverse constituencies including volunteers, faculty, staff, students, attorneys, accountants, trust officers, and financial planners;
- Proficiency in computer skills and Microsoft applications;
- Reliable and predictable attendance.

### **Physical Demands:**

- Ability to sit for extended periods of time;
- Ability to read computer screens and mail, talk on the phone;
- Ability to travel, regionally and nationally with some overnight travel – driver's license required;
- Ability to unpack and move supplies up to 50 lbs.;
- Ability to work some evenings and weekends and attend events required.

### **Work Environment:**

- Professional and deadline-oriented environment in an office setting;
- Interaction with staff and customers.

### **Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

### **To apply:**

Please go to Creative Business Solutions at [www.cbsks.com](http://www.cbsks.com) and click on "Apply Now!" under "Jobs" to submit your resume, cover letter and three professional references.

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