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**Director of Development**   
**College of Humanities and Social Sciences**

**About NC State:**

North Carolina State University (NC State) was founded in 1887 with the purpose of creating economic, societal and intellectual prosperity for the people of North Carolina. Today it is the largest university in North Carolina with more than 34,000 high-performing students, 8,000 pre-eminent faculty and staff and over 230,000 living alumni. NC State is known for its leadership in research, education and service and as a research extensive university, is recognized for its strengths in science, engineering and technology. The University consistently ranks among the top public national universities and as one of the best values in higher education.

**Primary Function of Organizational Unit:**

In the College of Humanities and Social Sciences at NC State, we study human thought (the humanities) and action (the social sciences) in a high-tech context. With more than 4,200 undergraduate and graduate students and 42,000+ alumni, the college is the second largest college on campus.

In October 2016, NC State publicly launched the Think & Do the Extraordinary Campaign, the most ambitious fundraising effort in the history of the university with a $1.6 billion goal. The College of Humanities and Social Sciences’ goal in the campaign is $35 million with an emphasis on merit scholarships for freshman; high impact experiences for undergraduates such as study abroad, internships and research; faculty research and graduate student support; and unrestricted support for the College and its Departments.

The Office of Development in the College of Humanities and Social Sciences works in close relationship with the dean, faculty, University Advancement and the Alumni Association to develop partnerships with alumni, friends, corporations and other entities. These relationships help increase private financial support to advance the vision and priorities of the College. We are donor-centered and focus on connecting individual’s areas of interest with the college’s mission, goals and needs.

**Job Summary**

Reporting to the Executive Director, the Director of Development (DoD) will manage and help oversee the complete range of development activities in support of the College of Humanities and Social Sciences (CHASS). This work will include leveraging NCSU’s fundraising technology and training tools (e.g. Blackbaud FPM and Plus Delta curriculum), related to major gift fundraising from individuals to achieve annual meeting, solicitation, and gifts closed goals.

While focused on a strong campaign close, the DoD will articulate a long-term vision for CHASS providing strategic prospect coverage for the College’s 10 departments and numerous cross-College initiatives, increasing the pipeline of $100,000+ prospects, and collaborating with the central major gifts team to maximize CHASS alumni giving. The position works in close collaboration with the CHASS advancement team, college leadership, faculty and volunteers providing strategic thought leadership on behalf of the department and the Executive Director.

**Duties and Responsibilities**

* Lead and manage fundraising activities in support of the College of Humanities and Social Sciences including campaign planning.
* Identify, cultivate, solicit and steward gifts with a focus on increasing the pipeline of major gifts ($100,000 and above), prospects and private support.
* Consistently meet individual contact and fundraising goals including monthly meetings and participation in annual solicitations.
* Actively develop and manage a portfolio of 100+ major gift prospects and donors.
* Independently develop and lead strategy; partner with the Dean, other college leaders and University Advancement colleagues across campus.
* Manage relationship with the Institute for Nonprofits and its volunteer board.
* Develop strategic relationships among senior academic leaders, faculty, alumni, friends and campus colleagues that result in effective partnerships, alignment of donors’ philanthropic interests and increased philanthropic funding.
* Coordination of stewardship and recognition efforts as needed with appropriate CHASS and University Advancement colleagues.
* Represent CHASS at college and university-wide donor events.

**Other Work/Responsibilities:**

Perform other duties as required or assigned. Attend a variety of events throughout the year. Regular travel and occasional night and weekend work are required.

**Minimum Education/Experience:**

A bachelor’s degree from an accredited college or university is required as well as five or more years of progressive responsibility and experience in institutional advancement or related field such as sales, wealth management or alumni relations.

**Departmental Required Skills & Qualifications:**

* Demonstrated success in securing major gifts from individuals
* Knowledge of principles, practices, and ethics of fundraising
* Ability to build effective internal and external relationships
* Strong organizational and analytical skills, with high attention to detail
* Excellent listening, communication, interpersonal skills; ability to communicate clearly in person and in writing
* Ability to take academic priorities and translate them into development opportunities
* Ability to manage competing priorities and meet deadlines in a dynamic team environment
* Understanding and comfort with cold calling, negotiating, and closing deals / gifts
* Commitment to a collegial and collaborative team approach
* Unquestioned integrity
* Self-motivated and driven with an entrepreneurial approach to problem-solving
* Optimism, perseverance and a positive attitude
* Computer literacy and competency with electronic donor information systems

**Preferred Experience, Credentials, Qualifications:**

* Personal belief in mission, goals and objectives of public higher education, particularly as they relate to the humanities and social sciences
* Experience in higher education institutional advancement
* Master’s degree
* Prior experience in a comprehensive capital campaign
* An understanding of the land grant, research Tier One university environment
* Familiarity with NC State University

**[To apply – click here](https://jobs.ncsu.edu/postings/125219)**

NCSU has retained Capital Development Services to assist with recruitment for this position. Candidates must provide a cover letter, resume, and list of three references. All materials will be kept confidential. Additional inquiries may be directed to Jen Tozier at Capital Development Services, 336-747-0133 x 208 or [**searchservices@capdev.com**](mailto:searchservices@capdev.com).