**Director of Development - College of Agriculture and Life Sciences**

**Essential Job Duties**

The Director of Development is a member of the CALS Advancement team reporting to the Senior Director of Development, Extension. This position is responsible for identifying, cultivating, and soliciting major and planned gifts from individuals, corporations, organizations and philanthropic foundations in support of all components of NC State Extension.

Primary duties of the Director of Development include, but are not limited to:

* Serving as an active team member in the development and implementation of the College of Agriculture and Life Sciences/NC State Extension Advancement Office’s short-term and long-term planning objectives.
* Identifying, cultivating and soliciting gifts with a focus on increasing the pipeline of major gifts ($50,000 and above) from individuals, alumni, corporations and foundations.
* Conducting at least 120 primary meetings with prospects and donors and participating in a minimum of 6-8 major gift solicitations annually.
* Provide strategic development and management of a portfolio with approximately 125 -150 prospects and donors.
* Developing strategic relationships with faculty, staff, alumni, volunteers, friends, students, corporations, foundations, industry partners and campus colleagues that result in effective partnerships and increased philanthropic funding.
* Collaborating with College leadership, department heads, program leaders, faculty and colleagues to help align donors’ philanthropic interests with the assigned priority area.
* Developing multi-year strategies to solicit donors/prospects in support of priority areas.
* Providing stewardship and managing relationships with approximately 125-150 and prospects. Coordinate stewardship efforts as needed with appropriate University Advancement and other campus colleagues.
* Gaining a comprehensive understanding of the priorities of the College, with a specific focus on NC State Extension, and make a persuasive oral and written case for supporting key programs.
* Overnight travel and the ability to work nights and weekends as needed.

**Other Responsibilities**

* Manage a portfolio of 100-130 prospects. Identify, cultivate and solicit gifts of $25,000 and up in assigned territory to benefit extension programs. Steward existing donors to encourage repeat gifts. Educate county staff and county advisory council members on the North Carolina Cooperative Extension Service  
  Agricultural Programs Foundation and on the benefits of making gifts.
* Develop a network of referrals and of influential people and organization that can provide resource for extension programs and can advocate for the programs.
* Additional duties as assigned.

**Minimum Education and Experience**

* Qualified applicants should have an earned BA/BS degree in a related discipline. In addition, at least three years of professional experience in resource development.
* The successful candidate will be a highly motivated self-starter with strong skills in identifying potential prospects developing relationship with prospects and donors and in closing gifts.
* Organizational and prioritization skills must be strong.

**Other Required Qualifications**

* Post-baccalaureate credentials or bachelor’s degree from an accredited college or university.
* One year of professional-level, direct solicitation/fundraising experience is required.
* At least three years years of progressive responsibility and experience in institutional advancement or related fields such as sales, wealth management, or alumni relations.
* Demonstrated success in securing major gifts.
* Knowledge of principles, practices, and ethics of fundraising.
* Understanding of the major gift donor giving cycle and comfort level qualifying prospects.
* 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.
* Excellent judgment and ethical standards with respect to the execution of major gift fundraising.
* Experience collaborating with senior colleagues and working across multiple internal constituencies.

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