

Saint Michael's College Job Description

Job Title: Director of Development

Department: Institutional Advancement

Supervisor or Manager: Vice President for Institutional Advancement; *Executive Director for Institutional Advancement in the interim*

Location: Colchester, Vermont – remote options considered for candidates in the Northeast

Date Created: 4/06/05

Last Revised: 5/22/2023

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Serves as a senior member of the IA management team and oversees the department's soliciting and securing of major and planned gifts from the team's assigned portfolio of donors and prospective donors
- Takes responsibilities of crafting a strategic vision for the current campaign and engage key stakeholders, including trustees to ensure campaign goals are met. Building long-term relationships with high-net worth individuals
- As part of a metrics-driven team, the Director utilizes moves management, best practices, and leads by example to achieve desired outcomes
- Motivates, engages, and inspires current and prospective donors (alumni, parents, and friends) to support the College through financial support and various engagement opportunities
- Works closely with the VP/IA and Executive Director of IA to craft fundraising goals and strategies for the entire division, including campaign, annual fund, planned giving, and major gift goals
- Uses systematic approach to identify, cultivate, solicit, and steward major gift prospects and donors using specific metrics to track all activity and provide reports on outcomes
- Understands and effectively articulates the mission, funding priorities, and current events occurring at Saint Michael's College to key constituencies
- Helps team meet the Saint Michael's Fund goal, priority project goals, participation, and cash flow objectives by soliciting all assigned donors for annual support at leadership levels
- Acts as chief Campaign Director, managing all aspects of the campaign as directed by the Vice President of Institutional Advancement
- On an ongoing basis, evaluates, proposes, and helps implement methods to improve donor relations and collection of funds to increase revenues to Saint Michael's College
- Respects and understands Advancement policies, as well as the Donor Bill of Rights, to protect the confidentiality of donor information and database integrity

Essential Duties and Responsibilities:

- Supervises, manages, and mentors a team of fundraisers
- Sets and creates annual plan for achieving fundraising goals
- Creates metrics to track fundraising progress
- Answers questions from donors and provide information about pledges and previous gifts and giving histories; interprets donor requests and mediates in the College's best interests

- Creates major gift pipeline for campaign
- Manages for campaign committee and acts as a liaison
- Utilizes a “moves management” strategy in managing a donor portfolio
- Identifies and cultivates prospects with the highest degree of professionalism in order to solicit and secure major or planned gifts with a focus on \$25,000 or more
- Develops a prioritized personal travel plan each fiscal year, balancing donor gift capacity and readiness, travel efficiency, and other factors, and setting target projections to support department-wide revenue planning
- Travels frequently – approximately 125 visits annually – to meet with donors and prospective donors
- Manages portfolio of 100+ active and prospective individual donors for annual and multi-year major gifts
- Focuses on securing support for campus-wide priorities/initiatives
- Writes donor proposals, stewardship materials, endowment agreements as part of the major gift solicitation. When necessary – actively participates in stewardship event planning, invitations, donor follow up, etc.
- Leads prospect review strategy sessions with a focus on the “moves management” fundraising model
- Utilizes technology platforms, including Raiser’s Edge NXT and other software to drive goal-setting and achieve metrics
- Facilitates campus leadership travel and constituent outreach when appropriate
- Meets with the Vice President for Institutional Advancement and Executive Director of IA regularly to strategize and review next steps regarding fundraising strategies and execution, schedules and participates in Development team meetings
- Develops and plans cultivation events and exclusive donor engagement opportunities as needed to strengthen ties with major donors and prospects
- Is knowledgeable in discussing the following (but not limited to):
 - Gift acceptance policy
 - Gift agreements
 - Scholarship minimums
 - Endowed Funds
 - Current-Use Support
 - Gift planning vehicles
 - Gifts in Kind
- Actively participates in Reunion Weekend, Alumni and Family Weekend, Commencement, Convocation and other special events both on and off campus, including weekend and evening work
- Participates in departmental and campus-wide learning opportunities to further develop awareness, skills, and knowledge in supporting and fostering inclusion and belonging for students and colleagues
- Appreciates the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences
- Seeks different points of view and leverages diverse perspectives in group processes and decision-making. Checks own views against the views of others
- Supports fair treatment and equal opportunity for all. Listens to and objectively considers the ideas/input of others
- Carries out other such responsibilities as may be assigned by the Vice President for Institutional Advancement or the Executive Director for IA
- Respects the talents and contributions of all individuals

Secondary Responsibilities:

- Manages volunteers as needed related to Reunion classes and campaign fundraising committees

Positions Supervised

- Development Officers
- Major Gift Officers
- Planned Giving Officers

Major Contacts:

- Alumni, parents, and friends of the College
- Institutional Advancement colleagues
- Saint Michael's College faculty and staff

Demonstrates Excellence:

- Demonstrates success in gift cultivation, solicitation, and stewardship, meeting or exceeding 125 visits per year and other metric-based goals set annually
- Shows a steadfast commitment to participating as a member of a fully integrated outreach and development team
- Represents the College in a consistently positive light
- Engages with constituents with a high level of inclusivity, equity, and sensitivity
- Displays a commitment to continuous growth and development to support a culture of inclusion and belonging
- Demonstrates ability to articulate the importance and values of diversity, equity, and inclusion commitment and efforts at the College and to its community
- Maintains a professional appearance, exudes a positive outlook and is willing to accept challenges and changes
- Possesses exceptional interpersonal skills and diplomacy in dealing with a wide range of personalities
- Displays excellent oral and written communication skills, with a keen ability to articulate the College's mission.
- Approaches cultivation, solicitation, and stewardship process in an individual-centric manner
- Possesses strong initiative, is highly self-motivated and has the ability to effectively handle problems as they occur, following through on all aspects of the position with strong professional ethics, discretion, and judgment
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Education and Work Experience:

- Bachelor's degree
- 10+ years proven experience in individual/major donor work preferably in higher education or similar non-profit field. Sales experience or other transferable careers considered
- Record of accomplishment that demonstrates successfully closing gifts in the 5+ and 6+ figure range
- Campaign experience and a familiarity with gift planning is a plus
- 7-10 years of supervisory experience in higher education or similar non-profit setting

Analytic Skills:

- Problem solves with colleagues on approach and next steps to reach resolutions on complex issues, exercising both grace and professionalism.

Language and Literacy Skills:

- Reads and interprets a wide range of information
- Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences
- Regularly explains policies, listens to questions, responds, and problem solves
- Speaks to individuals and small groups effectively

Computer/Technology Skills

- Proficiency with Microsoft Office Suite
- Experience with fundraising software, such as Raiser's Edge NXT

Licenses, Certifications and Other Requirements:

- Must meet driver's eligibility requirements as stated in the Saint Michael's College Vehicle Use Policy

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Availability for significant travel and willingness to work the hours necessary beyond the regular schedule to complete job responsibilities in a professional and thorough manner
- Capability to be a self-starter with high energy, an aggressive work ethic, and willingness to develop creative individual plans to bring someone closer to the College
- Ability and willingness to work evenings, weekends, extended hours in order to accomplish work as defined
- Capacity to assist in staffing Reunion and Alumni weekends, and participate at Commencement, convocations and other College events as defined by supervisor and responsibilities of this position

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.