

POSITION ANNOUNCEMENT

POSITION: Director of Development
POSITION CODE: **BCAT:** 300X00
DEPARTMENT: Institutional Advancement
SALARY RANGE: Commensurate with qualifications and experience
APPLICATION DEADLINE: June 20, 2008 or until the position is filled

QUALIFICATIONS:

Bachelor's degree required; Master's degree preferred; a minimum of three years experience in higher education required; must have experience in planning, organizing and implementing advancement programs in one or more of the following areas: development, alumni affairs, and prospect research; must be knowledgeable of continuous quality improvement principle preferred; must have excellent written and oral communications skills.

ILLUSTRATIVE EXAMPLES OF WORK:

- Supervises and coordinates the following staff: Annual Giving Officer and Manager of Infrastructure.
- Sets strategies and goals for each staff person and monitors progress toward goals.
- Serves as administrative liaison for the Vice President of Institutional Advancement.
- Works with trustees and volunteers as assigned.
- Utilizes the Moves Management Process in identifying, qualifying, cultivating and soliciting at least 100 prospects per year. (A minimum of one to two days a week should be spent out of the office in this process).
- Increases the pool of major gift prospects by identifying new alumni, corporations, and individual prospects. (Conducts a minimum of two trips per year to assigned territory in addition to other assigned visits).
- Develops cultivation and solicitation strategies with the Prospect Management Team; attends regular prospect management meetings.
- Prepares all call reports and briefings in a timely manner and submits a weekly report showing activity.
- Responsible for staff development program for all Institutional Advancement Staff, including orientation for new employees.
- Prepares and maintains policy and procedure manual for the division.
- Performs other duties, as required.

APPLICATION REQUIREMENTS:

Current federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed. In the event a degree is required, official transcripts will be necessary upon employment. Interested candidates should submit an application and resume:

**Human Resources Management
Albany State University
504 College Drive
Albany, GA 31705**

DD: 6/6/08