



Full-Time Senior Director of Development

Reports to: Bloomsburg University Foundation Executive Director

Summary of Position:

The Senior Director of Development is responsible for the supervision of major gifts, annual giving, planned giving and communications functions. The Director is also responsible for building, maintaining and strengthening relationships among the various Bloomsburg University constituencies. The Director is a key member of the leadership team and is instrumental in the development and execution of fundraising campaigns as well the Foundation's strategic growth.

Primary Duties and Responsibility:

- Manages development and communications team by providing leadership, training and mentoring.
- Establishes research driven results for major, annual and planned giving programs by setting short and long-term goals for the development team that encourage creativity, innovation and growth.
- Plans, organizes and conducts simple and complex campaigns supporting students, academic departments, athletics and other University initiatives.
- Manages a personal portfolio of major gift prospects. Understands the needs and priorities of donors, recognizing past gifts, cultivating current and future gifts
- Directs prospect management to cultivate major donor relationships while working with the Director of Operations to ensure all major gift officers have appropriate prospect portfolios and adequate research.
- Develops strong donor and volunteer involvement by planning, initiating, coordinating and collaborating with various university areas to foster and support engagement opportunities
- Directs multi-channel communications to assure consistent unified messaging across platforms and affiliates.
- Develops and manages a budget consistent with goals and oversees expenditures in an effort to control costs.

Primary Duties and Responsibilities as summarized above provide a representative listing only and should not be regarded as a complete statement of tasks performed by incumbents of this position. It should be recognized, therefore, that employees may be asked to perform job related duties in addition to those outlined above.

Minimum Qualifications, Knowledge and Abilities:

- Commitment to embracing the mission of Bloomsburg University.
- Minimum of seven (7) years of professional fundraising experience managing institutional development programs including campaign management, major gifts, planned giving and annual giving.
- Experience managing a team of development professionals with a demonstrated commitment to teamwork and interest in working in a collaborative setting within complex institutions.
- Ability to manage a defined portfolio of major gift prospects to closure.
- Demonstrated leadership and effectiveness in developing and accomplishing organizational and financial goals.
- Knowledge and experience with computer programs that support the Advancement Department including Microsoft Office programs and Raiser's Edge.
- Strong interpersonal skills with a demonstrated ability to build, foster and maintain relationships with both internal and external constituencies, including administrators, faculty, trustees, volunteer leaders, students, donors and prospects.
- Must be a self-starter with an entrepreneurial spirit, motivator, strategic thinker, innovative and able to set priorities.
- Strong work ethic, evidence of good judgment, attention to details, and demonstrable personal integrity with a sense of humor.
- Superior communication skills to express, orally and in writing, Bloomsburg University's mission and fundraising goals with clarity, passion and persuasion.
- Bachelor's degree required; Master's degree preferred.
- Must be willing and able to travel locally and nationally and work non-traditional hours.
- Must have a valid driver's license.

Physical Conditions:

- Physical demands are modest.
- Sitting, standing, walking required.
- Visual acuity and manual dexterity are required for keyboarding.
- Speech, visual and hearing abilities that are sufficient to read and view written materials and effectively communicate and interact with staff and donors in person and over the telephone.

To apply, please send a cover letter, resume and a list of three professional references (name, address and phone number) that we may contact to:

Bloomsburg University Foundation, Inc.

50 East Main St, 4th Floor

Bloomsburg, PA 17815

Email: careers@bloomufdn.org

EOE - NO PHONE CALLS PLEASE