Position Title: Director of Development, Libraries, Press, and University Archives
Salary Grade: EXS-12
Posted: May 7, 2015
Job ID: 25534
Reports To: Executive Director, Schools and Programs

Alumni Relations and Development at Northwestern University is dedicated to advancing the mission of Northwestern University as a premier research and teaching institution. Guided by the University’s strategic priorities, we nurture lifelong, mutually beneficial relationships with alumni, parents, friends, and organizations that result in volunteer engagement and philanthropic support. We seek to employ a diverse range of people who understand the importance of our mission and vision. When you consider a career at Northwestern University, you know that you are joining an institution with a deep history of academic, professional and personal excellence.

Job Summary:
The Director of Development is a senior fundraising position with management responsibilities. The Director designs and implements innovative programs to identify prospective major and/or principal gift donors. This position devises and executes plans for a specific region to qualify, cultivate, steward and solicit donors. This role oversees the tracking and management of staff to ensure an emerging prospect pool. The Director builds and adapts programs to a point of sustainability. This individual collaborates with various teams (e.g. NULC, Reunions, Schools/Units) as well as deans and/or faculty and interfaces with campus leadership to develop philanthropic and fundraising strategies and prepares for prospect meetings and solicitations.

The Director of Development (DoD) will manage the overall fundraising efforts for Northwestern’s Libraries, Press, and University Archives. Of critical importance, the DoD will need to partner with the dean to develop philanthropic and fundraising strategies and preparing them for prospect meetings and solicitation.

Frequent travel is required.

Specific Responsibilities:

- **Strategic Planning**
  - Creates and leads a coordinated program of fundraising activities designed to increase the number and level of major and/or principal gifts donors.
  - Develops and executes strategies to involve campus leaders, alumni, friends, and volunteers to identify and cultivate new individual, corporate, institutional and/or foundation prospects.
  - Fully comprehends the unit’s overall academic programs and strategies to ensure effective strategy

- **Collaboration**
  - Reviews and proposes strategic alliances, joint ventures and key collaborations with department and other University partners to identify opportunities to integrate University strategic plan goals.
  - Oversees and coaches team members regarding department collaborations.

- **Prospects and Gifts**
  - Manages staff, provides leadership, determines and evaluates individual goals, develops and implements training and mentoring, and assigns and monitors coverage of primary areas of focus ensuring that goals and objectives are attained.
Identifies and personally solicits high-profile, and/or extremely complex major gifts of $100,000+
prospects annually.

- Oversees continuous research, development and up-to-date knowledge on prospects and works with
other areas to coordinate contacts.
- Requires travel throughout the region or country.

- **Annual Giving**
  - Oversees the annual giving process for the Libraries, Press, and University Archives
  - Supervises direct appeals process
  - Develops and executes strategies for all annual giving communication; including setting goals, crafting
messages, determining scope, etc.

- **Volunteer Management**
  - Collaborates with the Library’s donor board and campaign committee
  - Plans and executes board/committee meetings, maintains up-to-date information regarding
membership, advisory board mission and terms
  - Ensures effective stewardship of volunteer and committee members

- **Events**
  - Oversees development and management of events and programs designed to expand constituent and
participation.
  - Reviews and approves event plans and summaries ensuring that overall goals and objectives are
attained.
  - Works directly with high-level volunteers and donors to ensure that event objectives are met.

- **Administration**
  - Oversees administration of school development operations.
  - Ensures compliance with prospect management guidelines for tracking and maintenance of contact and
progress reporting.
  - Coordinates appointments and prepares materials used by senior management, Board and volunteers
for meetings, visits, events or phone calls made to high-profile prospects.
  - Oversees administrative support management to ensure effective team success and daily operations.

- **Budget**
  - Strategically manages a department budget ensuring to minimize expenses while maximizing return.

- **Supervisory**
  - Supervises 2 or more staff.
  - Provides training to staff within or outside of immediate dept or division in regard to function.
  - Leads, coaches and evaluates performance of direct reports.

- Performs other duties as assigned.

**Minimum Qualifications:**

- Successful completion of a full 4-year course of study in an accredited college or university leading to a
  bachelor’s or higher degree; OR appropriate combination of education and experience.
- 8 years development, marketing, sales or the equivalent experience is required.
- Team leadership; analytical thinking, complex problem solving and planning; global/organizational perspective;
  ability to work in fast-paced environment; comfortable with change and associated ambiguity.

**Working at Northwestern University:**
Northwestern offers many benefit options to employees including: competitive compensation; excellent retirement
plans; comprehensive medical, dental and vision coverage; dependent care match; vacation, sick and holiday pay;
professional development opportunities and tuition reimbursement.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including
veterans and individuals with disabilities.

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will
need to submit to a criminal background check prior to employment.