

MONTANA STATE UNIVERSITY FOUNDATION
POSITION DESCRIPTION

POSITION TITLE: DIRECTOR OF DEVELOPMENT, COLLEGE OF LETTERS & SCIENCE (2 positions)
Administrator: Chief Relations Officer
Preferred Experience: Demonstrated successful track record in major-gift fundraising, preferably within a university setting
Education Required: Baccalaureate Degree and relevant experience, or Master's Degree
Overtime Status: Not eligible for overtime
Date Authorized: September 13, 2011
Preferred Start Date: October 1, 2011

MAJOR DUTIES AND RESPONSIBILITIES:

The Director of Development ("Director") for the Montana State University Foundation, Inc. ("Foundation") is the chief major gift officer for the College of Letters & Science for one of two focus areas. In addition to administrative and managerial responsibilities, the Director is responsible for planning and implementing the development program and overall fundraising efforts for the assigned focus area from all private sources in support of current operations, endowment, capital and other purposes. The Director of Development, College of Letters & Science reports directly to the Chief Relations Officer.

Focus Area 1: Cell Biology/Neuroscience, Chemistry/Biochemistry, Earth Sciences, Ecology, Math Sciences, Microbiology, Physics

Focus Area 2: English, History and Philosophy, Modern Languages/Literature, Native American Studies, Political Science, Psychology, Sociology/Anthropology

Anticipated distribution of time and effort outlined below.

- 75% Conducting face-to-face meetings with individuals and entities to secure and steward support for the College of Letters & Science
- 15% Completing necessary administrative work to ensure success
- 10% Managing volunteer development programs/efforts

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Coordinate and cultivate philanthropic relationships with individuals and entities interested in the success of the College of Letters & Science, its students, and its faculty by travelling in-state, regionally, and nationally to identify, cultivate, solicit, and steward individual donors to the assigned focus area and other University affiliates. Conduct a defined monthly average of significant visits for

- the purpose of field research, cultivation, solicitation and stewardship.
2. Develop an annual operating plan for the fundraising program of the assigned focus area, outlining fundraising goals and strategies. Provide executive leadership and oversight and manage the College of Letters & Science development plan and budget.
 3. Build and manage a major gift portfolio, developing and executing cultivation and successful solicitation strategies for donors and prospects qualified to give \$25,000 or more.
 4. Serve as the primary liaison between the assigned College of Letters & Science, the major gift donors and prospects, and the Foundation.
 5. Works closely with the University and Foundation administrators, development professionals, and faculty, to establish and carry out prospect identification, cultivation, solicitation, and stewardship strategies.
 6. Collaborate with other Foundation departments and team members to ensure development success, maximize private support for the University, and ensure donors are properly acknowledged and recognized.
 7. Affect and maintain a professional, proactive, positive, highly collaborative, and performance-centric work environment.
 8. Develop and manage a volunteer program for the solicitation of funds for the assigned focus area including identification, enlistment, training, and special events.
 9. Other duties, as assigned by the Chief Relations Officer.
- Duties and responsibilities may change at any time.

SPECIAL SKILLS AND QUALIFICATIONS:

1. An understanding and appreciation of the importance of higher education.
2. Strong communication, organization, and interpersonal skills are required, as well as the capability of motivating volunteers, professional staff, and donors.
3. Willingness to travel in-state, regionally and nationally for the purposes of conducting field research, cultivation, and solicitation.
4. Strong motivation and the ability to work as a team member within a complex organization requiring collaboration, teamwork, and communication.
5. Capable of leading a program including goal setting, evaluation, and planning.
6. Ability to communicate with key administrative professionals.
7. Proficiency in computer software applications.
8. Valid MT driver's license or eligible.

Qualified candidates should submit a letter of interest, a resume, and three references to MSU Foundation, HR Department, P.O. Box 172750, Bozeman, MT 59717-2750 or

email foundation.careers@montana.edu. Recruitment will begin immediately and will continue until the position is filled. Compensation will be commensurate with qualifications and experience.