



JOB OPPORTUNITIES

Director of Regional Development University Advancement

Re-posted August 8, 2018

Under the supervision of the Associate Vice President Advancement, this position identifies, cultivates, and solicits major gifts primarily from individuals. This individual will interact with various members of the community, both internal and external to the organization.

Primary roles and responsibilities:

- Participates in expanding major gift prospect lists through personal visits locally and across the nation.
- Participates in collaborative discussions with other gift officers and members of the development staff.
- Manages a portfolio of assigned prospects, develops and executes strategies for cultivation and solicitation, and brings gifts to closure to assure appropriate stewardship.
- Participates in the planning and execution of fundraising campaigns, prospect strategy and evaluation sessions.
- Provides guidance and support to volunteers engaged in major gift activity and recruits new volunteers as necessary.
- Attends and participates in university-related events such as Alumni Weekend and Homecoming.

Qualifications:

- Bachelor's degree and a minimum of 2-4 years of experience required.
- Motor vehicle license is required.
- Excellent skills in Microsoft Suite and various office technologies.
- Ability to handle sensitive information and maintain confidentiality.
- Excellent professional verbal and written communication skills.
- Exercise consistent discretion and judgment. Ability to prioritize, problem solve, and ability to multi-task required. Dedication to integrity, consistency and accuracy in all aspects of reporting.

Capital University is committed to increasing the diversity of the Capital community and curriculum. This commitment includes Capital's dedication to the development of faculty and staff who are committed to inclusive practices in teaching, learning, working and all other campus and community interactions. Candidates who can contribute to that goal are particularly encouraged to apply.

Capital University offers a rich benefits package that includes medical, dental, vision, retirement, family education benefits, short-term and long-term disability, life insurance and free parking.

Please send resume and cover letters electronically to:
Marcy Day, Senior Administrative Assistant, University Advancement
mday2@capital.edu

Please complete the optional confidential data survey
at: <http://www.zoomerang.com/Survey/WEB22A2B2784NM>

For more information on Capital University, visit our website at www.capital.edu.

Capital University is an equal opportunity employer, and supports a diverse and inclusive campus community. Capital University does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, religion, sex, gender, age, disability, veteran status, or other characteristics protected by the law.