



Job Title: Director of Development

Job Overview:

The Director of Development is responsible for planning, organizing, and directing Huston-Tillotson University's fundraising activities including major gifts, planned giving, annual fund, corporate and foundation giving, and capital campaigns. The Director works closely with the Vice President for Institutional Advancement and the President to meet the institution's fundraising goals.

Job Responsibilities:

- Work with the Vice President for Institutional Advancement to create a comprehensive and strategic fund development plan that raises money from private sources including individuals, foundations, and corporations.
- Develop relationships with current and prospective donors, including alumni, parents, and community stakeholders, to advance the mission and fundraising goals of the organization.
- Supervise advancement staff members responsible for gift processing, prospect research, and stewardship.
- Achieve metrics set by the Vice President for Institutional Advancement for assessing, cultivating, soliciting, and stewarding donors and prospective donors of various interests and propensities.
- Supervise fund raising appeals by university staff and volunteers.
- Monitor and evaluate all fundraising activities to ensure the achievement of fundraising goals.
- Develop and direct major gifts, planned giving, and annual giving programs.
- Oversee corporation and foundation grant research, proposal writing, and reporting.
- Direct capital campaigns and other major fundraising drives.
- Coordinate special events with the Director of Marketing and Public Relations and Special Events Manager.
- Direct employee fundraising drives.

- Develop a comprehensive communication plan to promote Huston-Tillotson University to its donors and maximize public awareness of the fundraising activities of the organization.
- Promote awareness of fundraising goals and activities to the University's campus community including faculty, staff, and students.
- Coordinate grant seeking activities with the University's Office of Sponsored Projects.
- Oversee creation of publications to support fund raising activities; coordinate the design, printing, and distribution of marketing and communication materials for development efforts.
- Utilize and contribute to prospect research.
- Engage volunteers for special fund development projects using established volunteer management practices.
- Foster an understanding of philanthropy throughout the Huston-Tillotson community.
- Coach and develop staff members to improve fundraising outcomes.
- Monitor trends in the community or region and adapt fundraising strategies as necessary.
- Make public appearances and accept speaking engagements to share information about Huston-Tillotson University giving opportunities with the community.
- Demonstrate professional conduct at all times.
- Perform other related duties as requested.

Minimum Requirements:

- Bachelor's degree and a minimum of 5 years progressively responsible experience in fundraising and management positions; equivalent combination of relevant education and experience may be substituted as appropriate.
- Demonstrated track record in major gift fundraising.
- Experience in a multi-year comprehensive campaign.
- Knowledge and experience in fund raising techniques, particularly major gift fundraising.
- Demonstrated success coaching and mentoring advancement or development team members.
- Proficiency in word processing, data entry, and other computer skills.
- Experience utilizing customer relationship management or fundraising software such as Raiser's Edge.
- Experience in a higher education setting or similar experience in a non-profit organization, business or sales environment.
- Ability to develop, analyze and evaluate detailed fund raising programs.

Preferred Requirements:

- Master's degree.
- Knowledge of and experience in planned giving.
- Knowledge of marketing research techniques.
- Experience in leading institutional strategic planning for advancement.
- Familiarity with historically black colleges and universities.
- Successful experience in grant management and assisting colleagues with proposals for external funding.

To Apply:

Please visit <https://jobs.htu.edu/> and apply online.