

Director of Philanthropy  
Embry-Riddle Aeronautical University

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Posted Jul. 5, 2018, set to expire Nov. 3, 2018

**Job Title** Director of Philanthropy

**Department**

**Institution** Embry-Riddle Aeronautical University  
Prescott, Arizona

**Date Posted** Jul. 5, 2018

**Application** Open until filled

**Deadline**

**Position Start** Available immediately

**Date**

**Job Categories** Director/Manager

**Academic Field(s)** Development/Institutional Advancement  
Alumni Relations

**Job Website** <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=180326>

**Apply Online Here** <https://embryriddle.taleo.net/careersection/002/jobdetail.ftl?job=180326>

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**Job Description**

Embry-Riddle Aeronautical University is seeking a Director of Philanthropy that will support the Prescott Campus. The Director will report to the Executive Director of Philanthropy, and will be assigned by University's central development program to support the philanthropic programs and goals for the Prescott Campus, as well as the projects and programs for University at large.

The Director works closely with the Prescott Campus Chancellor and Deans and senior staff of the central development enterprise to establish philanthropic priorities and develops both long-term strategies and tactics for addressing them.

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The Director is expected to engage with their assigned unit, supporting the unit leader and designated faculty or staff in their efforts to secure philanthropic gifts for that unit. The Director is expected to develop a rapport with personnel in the unit and to become knowledge expert in the needs, opportunities, challenges, strategic plans and points of pride for that unit. The Director shall be also actively engaged with the central development enterprise, attending required meetings and fulfilling all organizational and supervisory obligations.

### Primary Responsibilities

#### Solicit Gifts

The Director shall be assigned a portfolio of from 75 to 150 prospects; conduct discovery, qualification, cultivation, solicitation and stewardship within this portfolio; engage current and prospective donors through print or electronic correspondence, calls, encounters at events and, most importantly, individual, face-to-face visits; and travel extensively for those meetings. The Director's primary objective is to secure gifts for the assigned unit, though other opportunities may be pursued as well, in order to optimize overall giving to the University.

#### Develop Solicitation Strategies

Develop long-term strategies and tactics for each prospect and implement them and collaborate with colleagues in the Division to achieve unit and institutional donor engagement and stewardship goals. The Director's primary responsibility is to develop strategies for the prospects assigned to them for the unit.

#### Unit Donor Retention

As directed by the supervisor, collaborate with the central divisional donor engagement unit to place special emphasis on retention of major donors to the assigned unit, as well supporting the elevation of their giving. The Director's primary objective is to ensure continued giving of approved prospects to the assigned unit.

#### Unit Liaison

Engage with and coordinate development activities within assigned unit. Participate in leadership meetings at their assigned units in order to better understand the unit's needs, challenges and opportunities. Build lasting, effective relationships with administrators, faculty and staff associated with their unit and across campus to best engage them in the process of philanthropy. Advise the unit

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leader on the institution's philanthropic policies, practices, schedules and strategies, as well as on general best practices in philanthropy. Operate within the framework of the MOU governing the position and ensure a strong and healthy relationship with and between the assigned unit, other units, and the central administration of Philanthropy & Alumni Engagement (PAE) and the University. Collaborate closely with the Corporate Relations office when working with and/or contacting corporations. The Director shall ensure that engagement and travel plans for the purposes of advancement undertaken either by Divisional staff assigned to the unit's development and/or by faculty, staff, or administrators at their assigned unit align with institutional expectations regarding cost-effectiveness and best-practice development strategy aimed at optimizing University outcomes as articulated by the Senior Vice President of Philanthropy and Alumni Engagement.

#### Support Central Development

Observe institutional development policies, participate actively in obligatory meetings held by central development and maintain a satisfactory level of training and knowledge of best practices. As assigned, assist the central development enterprise in achieving its broader objectives. This may entail transferring or sharing assigned prospects based on their interests in other units. Conduct discovery, qualification, cultivation, solicitation and stewardship within this portfolio. Engage current and prospective donors through print or electronic correspondence, calls, encounters at events and, most importantly, individual, face-to-face visits. Complete timely, accurate and concise contact reports and enter them into the Division's enterprise system(s).

#### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.