

Director- Development, Major Gifts
Utah Valley University

Direct Link: <https://www.AcademicKeys.com/r?job=154176>

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Posted Feb. 15, 2021, set to expire Jun. 12, 2021

Job Title	Director- Development, Major Gifts
Department	Division of Institutional Advancement
Institution	Utah Valley University Orem, Utah
Date Posted	Feb. 15, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Development/Institutional Advancement
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Job Description

Director- Development, Major Gifts

Position Category: Staff - Full-Time

Summary:

The Division of Institutional Advancement at Utah Valley University is seeking a highly motivated full-time Director of Development to join our team. This position will lead comprehensive development efforts for the School of the Arts or another area at UVU and manage an assigned portfolio of donor prospects. The successful candidate will identify and qualify prospects, engage and cultivate current and prospective donors, and directly solicit donors for major gifts. Additionally, the Director will draft and execute gift agreements, gift acceptance letters, funding proposals, or other presentations associated with development. The Director works closely with the Dean of the School of the Arts as well as the AVP of Institutional Advancement and represents the assigned area at key development

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and alumni events, often occurring outside regular business hours.

UVU offers an excellent benefits package which includes a generous leave policy, 12 paid holidays, affordable medical and dental insurance options, life and AD&D insurance, tuition waiver (undergraduate resident) for employee and dependents and substantial employer contribution to a retirement plan.

Required Qualifications:

Graduation from an accredited institution with a bachelors degree in a related discipline plus three years of staff level experience or an equivalent combination of education and/or experience related to the Summary of Duties totaling seven years.

Knowledge, Skills and Abilities:

Knowledge of and significant direct experience with fundraising procedures and techniques, and the ability to apply this knowledge in fundraising efforts.

Knowledge of effective web-based search engines and search strategies.

Knowledge of academic operations, governance, and culture.

Knowledge of gift planning strategies.

Knowledge and experience with administration, including methods and techniques for the preparation, analysis, and conformity with budgets.

Strong skills with standard office and productivity software, which must include Microsoft Office Suite.

Effective problem-solving and decision-making skills.

Exceptional written and verbal communications skills.

Exceptional interpersonal skills.

Strong strategic planning and critical thinking skills.

Demonstrated ability to work with business, philanthropic, and community leaders.

Ability to plan effective development strategies for donors.

Ability to think conceptually, globally, and understand the comprehensive operation of an institution of higher education.

Ability to appropriately represent the dean/unit leader and the interests of their unit.

Ability to effectively manage records and databases.

Ability to work effectively with a wide range of constituencies in a diverse community.

Ability to freely navigate multiple campus sites, including visits to other campus locations.

Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations, and other private funding sources.

Experience with fundraising in the Arts.

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Experience securing major gifts of \$25,000 or more.

Preferred Qualifications:

Valid Drivers License and the ability or means to travel to meetings at other sites related to the nature of this position.

Knowledge and appreciation of the arts.

Physical Requirements:

Ability and willingness to undertake extensive travel and to work extended hours as necessary.

Lifting up to 10 lbs.

Benefits Summary:

UVU offers an excellent benefits package which includes a generous leave policy, 12 paid holidays, affordable medical and dental insurance options, life and AD&D insurance, tuition waiver (undergraduate resident) for employee and dependents and substantial employer contribution to a retirement plan.

FLSA: Exempt

Pay Range: \$66,182 to \$85,000

Advertisement Number: STA54520

Open Date: 02/11/2021

Review Start Date:

Close Date:

Open Until Filled: Yes

Special Instructions to Applicant: Priority consideration will be given to those applicants who apply on or before the Review Start Date." This job advertisement may close at any time after the review date.



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To apply, visit: [\[url=https://apptrkr.com/2153862\]](https://apptrkr.com/2153862)<https://www.uvu.jobs/postings/21456>

Employment decisions are made on the basis of an applicants qualifications and ability to perform the job without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, genetic information, or other bases protected by applicable federal, state, or local law.

Contact Information

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

Contact

Division of Institutional Advancement
Utah Valley University

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