

Assoc Dir of Advancement-CLAS (4793)
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=194972>

Downloaded On: Dec. 1, 2022 10:45pm

Posted Sep. 20, 2022, set to expire Jan. 20, 2023

Job Title	Assoc Dir of Advancement-CLAS (4793)
Department	Gift Planning
Institution	Northern Illinois University DeKalb, Illinois
Date Posted	Sep. 20, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Development/Institutional Advancement
Job Website	https://employment.niu.edu/postings/66627
Apply By Email	
Job Description	

Overview

A passion for NIU and putting the interests of its students first are inherent in all we do. In fulfilling our mission, we value outcomes aligned with:

- Helping donors discover the joy in making a difference through giving
- Relationships based on trust, respect, courtesy and dignity
- Integrity and ethical behavior in all we do
- Collaboration to achieve goals – of NIU, its students, faculty/staff and donors
- Innovation to address the needs and opportunities important to NIU and its donors
- High level performance and a culture of continuous improvement

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Position Summary

This position works within the Gift Planning Team to identify, cultivate, solicit, and steward a portfolio of individual major gift prospects. The primary responsibility is to obtain private major and planned gifts at the highest level. This individual also supports the priorities identified by the university.

Essential Duties and Responsibilities

- Reports to the Senior Director of Advancement for LAS
- Works within the Gift Planning Team to identify, cultivate, solicit, and steward a portfolio of individual major gift prospects
- Primary responsibility is to obtain private major and planned gifts at the highest level
- Supports the priorities identified by the university
- Generate charitable gift revenue, this position will focus on securing major gifts of \$10,000 or more.

Minimum Required Qualifications (Civil Service)

Specialty Factors (Civil Service)

Preferred Qualifications (Civil Service)

Minimum Required Qualifications (SPS)

1. Bachelor's degree.
2. Three years (3) of experience with successful major gift solicitation OR
3. Three (3) years of transferable experience within a fundraising or alumni relations office.
4. Knowledge and experience in development and alumni relations fields.

Additional Requirements (SPS)

List the knowledge, skills, and abilities critical to the performance of this position

1. Demonstrable commitment to the highest standard of ethical and professional conduct in accordance with the CASE Statement of Ethics, the Association of Fundraising Professionals Code of Ethical Principles and Standards, and The Donor Bill of Rights. (Membership not required.)
2. Deep, personal commitment to diversity in all forms, the recognition of all individuals to mutual respect, and the acceptance of others without biases. Demonstrable commitment to leading by example, modeling diversity, equity, and inclusion throughout the university.

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3. Demonstrably strong work ethic and entrepreneurial mentality. A high-level of integrity, focus and commitment to achieve ambitious goals is essential.
4. Demonstrated exceptional writing skills, strong oral communication with group presentation skills.
5. Familiarity with the “moves management” approach to major gift fundraising
6. Experience working within a matrixed organizational structure where performance responsibilities are evaluated in different divisions.
7. A flexible attitude and clear ability to modify and adapt as situations arise.
8. Ability and desire to engage in face-to-face relationship activities, primarily through the scheduling of one-on-one appointments with donor prospects who have never been engaged with NIU.
9. Ability and willingness to travel to meet donors and prospects in their homes and offices.
10. Business proficiency in Microsoft Office Word, Access, and Excel, including the tabulation of budget figures, creation of scenario planning tools and merging files; experience in enterprise systems for event and scheduling management.
11. Familiarity with fundraising tools. Knowledge of computerized systems of donor record keeping, data tracking of prospects, and donors.
12. Exceptional organizational and project management skills.
13. Excellent attention to detail.
14. Exceptional communication skills as there will be strong interactions with both internal and external constituents.
15. The ability to synthesize multiple sources of information.
16. Ability and willingness to travel, sometimes extensively; and to work extra hours, nights and weekends to ensure the job is done exceptionally well; Ability to work autonomously, as well as manage several constituents.
17. The ability to think critically and strategically; capable of taking responsibility for specific goals within designated time frames. Capable of coordinating multi-task initiatives to successful conclusion.
18. A flexible attitude and clear ability to modify and adapt as situations and conditions change, as well as a resilience about the rigors of public higher education and the increasing pressure of resource constraints.
19. A proven ability to build strong relationships anchored in trust and integrity.

Preferred Qualifications (SPS)

1. Minimum of 2 years of professional experience in a collegiate environment.
2. Capital campaign experience in higher education is highly desirable.
3. Knowledge of Microsoft Office software and familiarity with appropriate foundation fundraising tools. Knowledge of computerized systems of donor record keeping, data tracking of prospects, and donors.
4. Commitment to the ideals and culture of higher education.
5. A proven ability to build strong relationships anchored in trust and integrity.

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6. The ability to effectively work in a group/team environment to assist in intra-divisional initiatives.

Physical demands/requirements

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Extensive and consistent travel is required for this position. Use of a personal vehicle is required. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand for long periods of time; walk; use fingers and hands to feel, grasp, operate or handle objects, tools, or controls; and reach with hands and arms. Must be able to lift and carry 20 lbs regularly.

Hours: While established University office hours are 8:00 am – 4:30 pm, major donor work is professionally conducted at times and places consistent with prospect and donor availability. Oftentimes this work includes nights and weekends, and trips outside the University's primary locations (DeKalb, Chicago). Therefore, travel is required and a professional commitment to an expansive and variable schedule is required.

Contact Information

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

Contact