

Director of Donor Engagement – NIU College of Business  
(35513) EXTENDED  
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=210244>

Downloaded On: Sep. 24, 2023 9:47am

Posted May 3, 2023, set to expire Dec. 7, 2023

<b>Job Title</b>	Director of Donor Engagement – NIU College of Business (35513) EXTENDED
<b>Department</b>	College of Business
<b>Institution</b>	Northern Illinois University DeKalb, Illinois
<b>Date Posted</b>	May 3, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Alumni Relations
<b>Job Website</b>	<a href="https://employment.niu.edu/postings/70956">https://employment.niu.edu/postings/70956</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Overview

The Director of Donor Engagement serves as an Alumni and Donor Relations professional in the Office of Advancement in the College of Business at Northern Illinois University.

With approximately 16,000 students, Northern Illinois University (NIU) is one of the largest public universities in the state of Illinois. NIU strives to improve outcomes for all students by identifying and removing barriers that disproportionately hinder the academic achievement and student experience of historically and currently underserved populations. The AACSB-accredited College of Business provides a highly engaged learning experience for approximately 2,000 undergraduates and 900 graduate students and is deeply committed to building and sustaining an inclusive and equitable working and learning environment for all of our students, staff, and faculty. NIU's geographical reach

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extends beyond its main DeKalb campus (65 miles west of downtown Chicago, 60 miles from the O'Hare International Airport, and 40 miles west of Naperville – a booming community with one of the best school systems in the nation.) to satellite campuses in Naperville, Rockford, Hoffman Estates, and Chicago as well as to students online.

### Position Summary

The Director of Donor Engagement for the College of Business is responsible for various duties necessary for effectively strengthening the ties between the alumni, donors, and the college. In addition, S/He will assist in overseeing the strategy, planning, organization, and implementation of programs designed to support the philanthropic endeavors of the COB.

### Essential Duties and Responsibilities

Key responsibilities for the Director include, but are not limited to, the following:

- Assisting in the overall strategic Advancement plan and execution for alumni and donors as it relates to donor relations, discovery, and cultivation through the development, implementation, and execution of an alumni engagement plan for the College of Business, which includes alumni events with intended outcomes around engagement, discovery and/or cultivation, value-added programming, and strategic outreach initiatives. The Director will be responsible for a mixed portfolio of 50 alumni, friends, and potential donors and the moves management of each donor throughout the process and for 35 – 65 annual visits, making 4 – 6 solicitations each year after the first year is completed. In partnership with the Development Leadership, direct the COB's progress to donor-centric strategies, emphasizing the bold ideas that define the College of Business's educational plan and inspire transformational gifts.
- Creating and implementing Donor relations initiatives and best-practices. The Director will customize stewardship programs, provide strategic input and execution for all alumni and donor activities, and support and promote the development of best practices related to development services.
- Building and maintaining sustainable partnerships with the College of Business internal and external partnerships collaborating to develop and execute strategies to increase philanthropic support, grow endowments, and expand the College of Business' visibility and importance among critical influencers, alumni and donors at all levels.

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**Minimum Required Qualifications (Civil Service)**

- Bachelor's degree required.
- Three (3) years of experience with successful donor or alumni relations management.

**Knowledge, Skills, and Abilities (KSAs) (Civil Service)**

- Knowledge of Microsoft Office software.
- Familiarity with appropriate foundation fund-raising tools.
- Knowledge of computerized donor record-keeping systems and data tracking prospects and donors.
- Knowledge and experience in the development and alumni relations field.
- High level of proficiency in written and oral communication.
- Strong organizational skills. Detail oriented.
- Strong leadership skills.
- Ability to think critically and strategically; capable of taking responsibility for specific goals within designated time frames. Independent thinker. Capable of coordinating multi-task initiatives to a successful conclusion.
- Ability to build strong relationships anchored in trust and integrity.
- Ability to effectively work in a group/team environment to assist in intra-divisional initiatives or by oneself.

**Contact Information**

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

**Contact**