

Honors College Development Director
Northern Arizona University

Direct Link: <https://www.AcademicKeys.com/r?job=234288>

Downloaded On: Jul. 25, 2024 9:28am

Posted Apr. 8, 2024, set to expire Jul. 30, 2024

Job Title	Honors College Development Director
Department	Development
Institution	Northern Arizona University Flagstaff, Arizona
Date Posted	Apr. 8, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Public Relations/Marketing Development/Institutional Advancement Administration - Academic Unit
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Job Description

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Honors College Development Director

Location: Honors

Regular/Temporary: Regular

Job ID: 607818

Full/Part Time: Full-Time

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Workplace Culture

NAU aims to be the nation's preeminent engine of opportunity, vehicle of economic mobility, and driver of social impact by delivering equitable postsecondary value in Arizona and beyond.

Special Information

- This position is posted as **Honors College Development Director**, which is a working title. The NAU system title for this position is **Development Director, Intermediate**.
- This position is an on-site position which requires the incumbent to complete their work primarily at an NAU site, campus, or facility with or without accommodation.

Job Description

Northern Arizona University seeks an experienced, dynamic development director to pursue philanthropic support from individuals, foundations and corporations for the Honors College (Honors). The Honors College strives to cultivate excellence in tomorrow's citizens by providing a challenging and deeply rewarding education, marked by an innovative curriculum, dedicated and accomplished faculty, a diverse living and learning community, transformative experiential pathways, and community engagement from the local to the global. Their community of scholars values excellence, inquiry, innovation, fellowship, and distinction by promoting:

- The highest standards of academic integrity and excellence across campus.
- Meaningful, innovative, interdisciplinary connections.
- Leadership, research, community engagement, service learning, creative endeavors, international education, and the exploration of diversity.
- A stimulating residential environment.
- The integration of academics, learning communities, mentoring, and extra-curricular learning.

The Honors College promotes NAU's strategic priorities found in [NAU 2025 - Elevating Excellence](#).

The Development Director is responsible for overall leadership and management of the College's development efforts. This position plans and directs comprehensive strategies for the identification, cultivation, solicitation, and stewardship of gift prospects for Honors. Major gift development (defined at NAU as \$50,000 or more) is the primary focus of the position. Additional responsibilities include working with staff in Alumni Engagement, Planned Giving, Annual Giving, and Corporate and

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Foundation Relations to meet NAU engagement and fundraising goals. The development director will also participate in strategic planning and interact with volunteer and advisory boards. The Honors development director will collaborate and partner with colleagues and peers across campus while building strong donor relationships. Significant personal interaction with alumni, friends, prospects, and donors is required.

This position reports to the Honors dean and an Advancement | Foundation Associate Vice President.

Fundraising - 65%

- Prioritize, engage and manage major gifts portfolio of 40-50 prospects capable of philanthropically supporting Honors priorities.
- Annually solicit at least 20 and close a minimum of 8 major gifts of \$50,000 or more in support of Honors and campaign priorities.
- Responsible to raise \$1.5M toward Advancement | Foundation fundraising targets.
- Responsible for the overall leadership and management of Honors development program efforts including coordination of the cultivation-solicitation-stewardship cycle.
- Work with Honors leadership to support top priorities, and coach internal partners on fundraising strategies, and ensure all parties understand plans and timetables.
- Facilitate interaction with prospects for the Honors Dean, faculty, staff and other natural partners.
- Participate fully in the University's comprehensive fundraising program including its prospect management system.
- Serve as a strategic partner to Advancement | Foundation colleagues by providing timely updates and recommendations on Honors programs and initiatives.
- Produce strategy and meeting reports to capture a detailed history of donor engagement effectiveness.

Planning and Goal Setting - 20%

- Develop an understanding of the mission and goals of NAU, including knowledge of Honors and various units and major entities within the University.
- Work with Honors and NAU leadership, along with Honors faculty and staff, to identify prospective donors, establish strategic fundraising plans, and execute cultivation/solicitation strategies.
- Help set and meet goals for visits, contacts, and fundraising targets; then be directly accountable for the goals.

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Communication and Marketing - 5%

- Collaborate with the Associate Vice President and Dean to set and communicate fundraising priorities and vision for meeting NAU's strategic goals with internal and external stakeholders.
- Work with volunteers, advisory board members, and Foundation Board members to promote Honors and NAU.

Stewardship - 5%

- Collaborate with Honors Dean and Director of Donor Relations on a comprehensive college-wide stewardship program to acknowledge and thank donors.

Other - 5%

- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree in relevant field; and
- Three to five years' experience as a front-line fundraiser in a comprehensive development program or equivalent experience in a related field, such as sales; or
- Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

Preferred Qualifications

- Established record of closing major gifts or revenue metrics that support organizational priorities.
- Master's degree in relevant field.
- Experience in higher education or non-profit setting.
- Experience in major gift fundraising principles and practices at a major university.
- Capital campaign experience.
- Proven ability to work independently; a self-starter with energy, humility, and enthusiasm.

Knowledge, Skills, & Abilities

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Knowledge

- Working knowledge of a donor database.
- Understanding of and appreciation for Northern Arizona University, its cultural and geographic specificity, and its commitment to student success.
- Direct experience with fundraising, volunteer management.
- Experience/knowledge of the Honors College.

Skills

- Strong organizational and planning skills with the ability to initiate, collaborate, implement, monitor, evaluate, advance, and report on strategic plans that support the activities of, and contribute to, NAU Advancement | Foundation's overall strategic goals and targets.
- Superior interpersonal skills with proven ability to successfully interact and collaborate with varied constituencies in a professional manner, exhibiting excellent communication skills, and demonstrating tact, poise and diplomacy while working with a wide variety of personalities.

Abilities

- Proven ability to solicit and close philanthropic gifts at the five and-six-figure level, or equivalent experience in a related field such as sales.
- Proven ability to engage, motivate, and work with prospects, volunteers, university officials, faculty and staff or similar constituencies.
- Demonstrated team player with the ability to gain trust and confidence of colleagues and constituents.
- Experience and credibility when presenting materials to both internal and external constituents including individuals from a variety of culturally diverse backgrounds.
- Demonstrated commitment to excellence, honesty, transparency, and high levels of collaboration.
- Must be a detail-oriented, self-starter with a demonstrated ability to work independently and manage multiple projects and priorities to meet aggressive timelines and challenging deadlines with minimal staff support.
- Deep commitment to higher education and with the knowledge and ability to champion Northern Arizona University and its mission.

Background Information

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This position has been identified as a safety/security sensitive position. Therefore, per AZ Revised Statute, Northern Arizona University requires satisfactory results for the following: a criminal background investigation, employment history investigation, degree verification (in some cases) and fingerprinting. If you are applying for a job that requires a CDL, you will be required to register with the Federal Motor Carrier Safety Administration Drug & Alcohol Clearinghouse and adhere to the clearinghouse requirements. Additionally, as an employer in the state of Arizona, NAU is required to participate in the federal E-Verify program that assists employers with verifying new employees' right to work in the United States. Finally, each year Northern Arizona University releases an [Annual Security Report](#). The report is a result of a federal law known as the Clery Act. The report includes Clery reportable crime statistics for the three most recent completed calendar years and discloses procedures, practices and programs NAU uses to keep students and employees safe including how to report crimes or other emergencies occurring on campus. In addition, the [Fire Safety Report](#) is combined with the Annual Security Report for the NAU Flagstaff Mountain Campus as this campus has on-campus student housing. This report discloses fire safety policies and procedures related to on-campus student housing and statistics for fires that occurred in those facilities. If you would like a free paper copy of the report, please contact the NAUPD Records Department at (928) 523-8884 or by visiting the department at 525 E. Pine Knoll Drive in Flagstaff.

Salary

Salary range begins at \$87,000. Annual salary commensurate with candidate's qualifications and related experience.

FLSA Status

This position is exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) and therefore will not earn overtime or compensatory time for additional time worked.

Benefits

This is a Service Professional (SPF) position. NAU offers an excellent benefit package including generous health, dental and vision insurance; participation in the Arizona State Retirement System or the Optional Retirement Program; 22 days of vacation and 10 holidays per year; and tuition reduction for employees and qualified dependents. More information on benefits at NAU is available on the [Human Resources benefits website](#). NAU is a tobacco and smoke-free campus. Service Professionals are hired on a contract basis, renewable each 6 months according to [terms of the Conditions of Professional Service](#). Employees offered a position will be eligible for state health plans (including

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NAU's BCBS Plan). New employees are [eligible for benefits](#) on the first day of the pay period following their enrollment, after their employment date. Employees will have 31 days from their start date to enroll in benefits. If a new employee chooses the ASRS retirement option, participation in the Arizona State Retirement System, and the long-term disability coverage that accompanies it, will begin on the first of the pay period following 6 months after the new employee's start date. New employees who choose to participate in the Optional Retirement Plan (ORP), which is an alternative to the ASRS plan for faculty and other appointed staff, will begin to participate on the first day of the pay period following election. Additionally, the long-term disability plan that accompanies the ORP will begin on the first day of the pay period following election.

Learning and Development

Your career at Northern Arizona University includes the opportunity for professional development. [New employee on-boarding training](#) includes courses to be completed within the first 30 days.

Immigration Suppt/Sponsorship

NAU will not provide any U.S. immigration support or sponsorship for this position.

Application Deadline

April 26, 2024 at 11:59 p.m.

How to Apply

To apply for this position, please click on the "Apply" button on this page. You must submit your application by clicking on the "Submit" button by midnight of the application deadline. If you need assistance completing your application there are instructions available on the [Human Resources website](#) or in person in the Human Resources Department located in Building 91 on the NAU Campus - on the corner of Beaver and DuPont Streets.

If you are an individual with a disability and need reasonable accommodation to participate in the hiring process, please contact the Disability Resources Office at 928-523-8773, DR@nau.edu, or PO Box 5633, Flagstaff AZ 86011.

Equal Employment Opportunity

Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women,



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minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples.

[Know Your Rights Poster](#)

NAU is an Employer of National Service. AmeriCorps, Peace Corps, and other National Service alumni are encouraged to apply.

To apply, visit

https://hr.peoplesoft.nau.edu/psp/ph92prta/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCHJOB.GBL

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Contact Information

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

Contact

Development
Northern Arizona University