

Development Director - College of Health and Human
Services and College of Nursing
Northern Arizona University

Direct Link: <https://www.AcademicKeys.com/r?job=243598>

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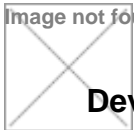
Posted Aug. 23, 2024, set to expire Dec. 19, 2024

Job Title	Development Director - College of Health and Human Services and College of Nursing
Department	College of Health & Human Services
Institution	Northern Arizona University Flagstaff, Arizona
Date Posted	Aug. 23, 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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Development Director - College of Health and Human Services and College of Nursing

Location: College of Health & Human Svcs

Regular/Temporary: Regular

Job ID: 608015

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 **Development Director - College of Health and Human Services and College of Nursing**, which is a working title. The NAU system title for this position is **Development Director, Intermediate**.
- This position is a hybrid position which allows the incumbent to complete their work at both an NAU site, campus, or facility *and* at a non-centralized site 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 College of Health and Human Services (CHHS) and the College of Nursing (CON). CHHS is a comprehensive college with many health professional programs including Athletic Training, Communication Sciences and Disorders, Dental Hygiene, Allied Health, Fitness Wellness, Nutrition, Occupational Therapy, Physical Education, Physician Assistant, Physical Therapy, and Public Health. The College of Nursing offers high-quality undergraduate and graduate nursing programs that address the professional healthcare needs and trends throughout the State of Arizona. Both colleges are committed to cultivating growth and program expansion is anticipated moving forward to meet growing health care needs in Arizona and to support NAU's strategic priorities found in [NAU 2025 - Elevating Excellence](#).

The Development Director is responsible for overall leadership and management of each college's development efforts. This position plans and directs comprehensive strategies for the identification, cultivation, solicitation, and stewardship of gift prospects for CHHS and CON. 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, Donor Relations, Annual Giving, and Corporate and Foundation Relations to meet NAU engagement and fundraising goals and metrics. The Development Director will also participate in strategic planning and interact with volunteer and advisory boards. The CHHS and CON 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.

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This position reports to the associate vice president of college fundraising with a dotted reporting line to the CHHS and CON deans.

Fundraising - 65%

- Prioritize, engage, and manage a major gifts portfolio of 50-70 prospects capable of philanthropically supporting CHHS and CON priorities.
- Annually visit 150 prospects, solicit at least 20, and close a minimum of 8 major gifts of \$50,000 or more in support of CHHS and CON and comprehensive campaign priorities.
- Responsible to raise \$1.5M toward Advancement | Foundation fundraising targets.
- Responsible for the overall leadership and management of CHHS and CON development program efforts including coordination of the cultivation-solicitation-stewardship cycle.
- Work with CHHS and CON 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 CHHS and CON deans, 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 CHHS and CON 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 CHHS and CON and their various units and major entities within the University.
- Work with CHHS, CON, and NAU leadership, along with CHHS and CON 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.

Communicating and Marketing - 5%

- Collaborate with Advancement | Foundation leadership and CHHS and CON deans to set and

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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 CHHS AND CON and NAU.

Stewardship - 5%

- Collaborate with CHHS, CON leadership, and Director of Donor Relations on a comprehensive stewardship program to acknowledge and thank donors.

Other - 5%

- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree in relevant field; and
- Minimum of 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.
- 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/comprehensive campaign experience
- Experience/knowledge of Health Sciences education programs
- Experience/knowledge with clinical educational needs within diverse health care settings

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.
- 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.

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 engage, motivate, and work with prospects, volunteers, university officials, faculty and staff or similar constituencies.
- Proven ability to work independently; a self-starter with energy, humility, and enthusiasm.
- 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 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.

Background Information

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

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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

Anticipated salary begins at \$83,312. 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 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

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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

September 23, 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, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples.



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[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

Staff

Northern Arizona University

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