

Director of Prospect Development & Strategy  
Northern Arizona University

Direct Link: <https://www.AcademicKeys.com/r?job=255933>

Downloaded On: Apr. 29, 2025 8:21am

Posted Apr. 17, 2025, set to expire Aug. 12, 2025

**Job Title** Director of Prospect Development & Strategy  
**Department** University Development  
**Institution** Northern Arizona University  
Flagstaff, Arizona

**Date Posted** Apr. 17, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Director/Manager

**Academic Field(s)** Public Relations/Marketing  
Development/Institutional Advancement

**Apply Online Here** <https://apptrkr.com/6143185>

**Apply By Email**

**Job Description**

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**Director of Prospect Development & Strategy**

**Location:** University Development

**Regular/Temporary:** Regular

**Job ID:** 608340

**Full/Part Time:** Full-Time

Workplace Culture

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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 Director of Prospect Development & Strategy, which is a working title. The NAU system title for this position is Director of Prospect Development & Strategy.
- 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.
- This position can be located at the Flagstaff Mountain Campus or the Phoenix North Valley Campus.

### Job Description

As a leader of the Prospect Development & Strategy (PD&S) team, The Director of PD&S holds the primary responsibility for leading a team that provides data insights by analyzing and disseminating information to direct and inform solicitation and engagement strategy for prospective donors for the purpose of building meaningful donor relationships and strong philanthropic connections to the university.

This Director establishes and executes strategic and annual goals for a team which researches individuals and organizations, analyzes data and trends, and creates profiles to assess giving capacity and interests ensuring that the prospect pipeline sustains the university's philanthropic goals. The department is heavily data and analytics focused, and the position will be responsible for developing new strategies to leverage data insights to increase fundraising and directly contribute to meeting the Advancement | Foundation's broad strategic goals.

The Director will lead and execute PD&S strategies to meet annual and long-term goals and metrics. The Director will serve as the program's creative leader, applying research, data, and best practices.

Contributing to organizational effectiveness, the Director will provide substantial input on employment decisions, influence, motivate, and supervise a team. The position will also evaluate and report employee performance. NAU seeks an experienced, self-driven, multifaceted, and dynamic leader.

This position reports directly to the Director of Information Technology.

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### Prospect Development Leadership - 20%

- Conceptualize, implement, and lead prospect development and research strategies that enhance and support the university's fundraising priorities.
- Strategize and lead prospect development meetings.
- Facilitate discussions to improve overall PD&S strategy.
- Serve as counsel to the executive leadership team on methods, standards, processes, and policies for the PD&S and development teams.
- Engage with teams to define new scoring methodologies and ways to identify the best prospects from various data systems within the division.
- Serve as a cultivation planning and accountability partner for development staff.
- Identify opportunities for change and improvement and lead change effectively through communication, training, etc.
- Create and present complex reports and communications recommendations based on data analysis.
- Create an infrastructure and a platform for collaboration, coordination, and information sharing.

### Research - 20%

- Lead development of application modeling, data analysis, and wealth screening to develop robust portfolios, enhance cultivation strategies, and develop the pipeline for the development team.
- Develop data integrity standards and ensure database records are accurate and clean.
- Utilize various industry tools to identify high quality prospects with philanthropic behaviors, including wealth scoring and prospect relationships.
- Manage the prospect development and research tools and ensures data quality and ethical research practices.

### Program Administration - 20%

- Oversee operating expenses, prepare budget requests, and monitor expenditures.
- Develop, manage and execute strategic plans, setting goals and held accountable to PD&S metrics that contribute to the division's fundraising and engagement goals and metrics.
- Work closely with Advancement | Foundation colleagues to analyze data to inform future fundraising strategies.
- Oversee unit data and provide timely reports and updates to leadership on results, detailed history prospect and pipeline effectiveness; provide recommendations of continued optimization

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and growth.

- Observe relevant industry trends to inform strategic decisions to enhance engagement and fundraising at the university.
- Track and record constituent records, monitor constituent giving, communications, etc. utilizing the NAU Foundation's constituent database.
- Identify creative approaches to complex problem solving and opportunities for change and improvement.
- Pay close attention to detail in work productivity while remaining flexible for big-picture/systems thinking.

### People Management - 20%

- Oversee a team responsible for PD&S work.
- Deliver formal feedback to employees, plans work, resolves conflicts, and addresses performance issues.
- Evaluate individual and team performance and prioritizes university development needs across the university.
- Develop and improve on existing standards to promote maximum team/organization effectiveness.
- Manage projects and reviews the work of the PD&S team.

### Strategy Development - 15%

- Serve as the program's creative leader, using research, data, and best practices to enhance prospect management, pipeline development, and data-driven fundraising strategies.
- Conduct ongoing market research/benchmark to identify and implement the appropriate approach to PD&S work.
- Work collaboratively with Advancement | Foundation and NAU colleagues to develop and execute a comprehensive PD&S program that aligns with the division's strategic goals and targets.
- Work collaboratively with internal partners including Alumni Engagement team, Communications team, Development Directors, Donor Relations, IT and Data Team, Finance, KNAU (Arizona Public Radio), and NAU Athletics.

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Other - 5%

- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree in relevant field; and
- A minimum of 5 year's experience in marketing/sales, fundraising, program management or communication/public relations, including:
  - Significant experience with analyzing data and making data-driven decisions; and
- A minimum of 3 year's of management experience;
- Any combination of relevant education and experience may be substituted for the educational requirement on a year-for-year basis.

Preferred Qualifications

- Master's degree in relevant field.
- Experience developing scoring models and meeting metrics.
- Experience in higher education or non-profit setting.

Knowledge, Skills, & Abilities

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.
- Experience/knowledge of business practices/studies.
- Knowledge of higher education and/or non-profit fundraising, prospect research methods and processes.
- Knowledge of legal recordkeeping requirements for fundraising and documenting donations.
- Advanced knowledge of practices, developments and techniques used in Advancement and prospect research.
- Knowledge of common management tactics.

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- Knowledge of research guidelines, methodologies, and codes of ethics statements as defined by related associations.
- Working knowledge of electronic mail and calendars, the Microsoft environment, including Microsoft Word, Excel, PowerPoint, Teams, and other software such as donor databases, etc. and ability to run, analyze, and summarize computer-generated reports.

### Skills

- Excellent written and oral communications skills.
- Excellent supervisor, organizational, and training skills.
- Exceptional research and analytical skills, with superior attention to detail and critical thinking.
- 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.
- Excellent leadership skills with an ability to manage relationships drives change.
- 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

- Ability to organize and lead a multifaceted program.
- Documented success as an innovator and creative problem solver.
- 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 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.
- Must be able and willing to work occasional evenings and weekends.
- Experience working with sensitive information and ability to maintain strict confidentiality.

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- A motivated self-starter who will enjoy working in a fast-paced environment.
- Adapts to a changing environment, exhibits tact and sound judgment, and navigates ambiguity effectively.
- Remain agile to shifting priorities, this individual will be expected to pivot quickly and execute on tasks while managing long term strategic goals.

### 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 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 \$118,430. 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



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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 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

May 12, 2025 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.



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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](mailto: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.

[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](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**

University Development  
Northern Arizona University

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