

W. A. Franke College of Business Director of
Development
Northern Arizona University

Direct Link: <https://www.AcademicKeys.com/r?job=255934>

Downloaded On: Jun. 19, 2025 10:37pm

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

Job Title W. A. Franke College of Business Director of Development
Department University Development
Institution Northern Arizona University
Flagstaff, Arizona

Date Apr. 17, 2025
Posted

Application Open until filled
Deadline
Position Available immediately
Start Date

Job Director/Manager
Categories

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

Job https://hr.peoplesoft.nau.edu/psc/ph92prta/EMPLOYEE/HRMS/c/NUI_FRAMEWORK.PT_AGST
Website

Apply <https://apptrkr.com/6143191>
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Apply By
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Job
Description

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Location: University Development

Regular/Temporary: Regular

Job ID: 608331

Full/Part Time: Full-Time

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 W. A. Franke College of Business Director of Development, 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.
- Must be able and willing to travel frequently throughout the United States to attend relevant programs and events, and to meet with current and prospective donors to further cultivation and solicitation strategies (approximately 25 - 50% time).

Job Description

Northern Arizona University seeks an experienced, engaged, dynamic Director of Development to pursue philanthropic support from individuals, foundations, and corporations for The W. A. Franke College of Business (FCB). FCB brings the best minds in business together, delivering solutions the market demands. FCB prepares the best talent to become leaders in a quickly shifting, constantly evolving global arena of ideas. FCB is home to big thinkers who understand the power of connections that drive careers, accelerate progress, and help move the world. The professional and academic come together in FCB to give students a distinct competitive advantage. A proud member of AACSB International, it is FCB's mission to foster engagement, accelerate innovation and amplify impact in business education, aligning with NAU's strategic priorities found in [NAU 2025 - Elevating Excellence](#).

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The Director of Development is responsible for overall leadership and management of the college's development efforts. This position plans and directs comprehensive strategies for the qualification, cultivation, solicitation, and stewardship of gift prospects for the FCB. 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, Communications, and Corporate and Foundation Relations to meet NAU engagement and fundraising goals and metrics. The director of development will also interact with volunteer and advisory boards. The FCB Director of Development will collaborate and partner with colleagues and peers across campus while building strong alumni and donor relationships. Significant personal interaction with alumni, friends, prospects, and donors is required. The university is currently in the quiet phase of its comprehensive campaign.

This position will report to the Senior Development Director of The W. A. Franke College of Business.

Fundraising - 70%

- Prioritize, engage, and manage a major gifts prospects capable of philanthropically supporting FCB priorities.
- Annually solicit and close major gifts of \$50,000 or more in support of FCB and campaign priorities.
- Responsible for the overall leadership, strategy, and management of FCB development program efforts including coordination of the cultivation-solicitation-stewardship cycle.
- Work with FCB 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 FCB 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 FCB programs and initiatives.
- Produce strategy and meeting reports to capture a detailed history of donor engagement effectiveness.

Planning and Goal Setting - 10%

- Develop an understanding of the mission and goals of NAU, including knowledge of FCB and its various units and major entities within the university.
- Work with FCB and NAU leadership, along with FCB faculty and staff to identify prospective

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- donors, establish strategic fundraising plans, and execute cultivation/solicitation strategies.
- Assist leadership in setting goals for visits, contacts, and fundraising targets; then be directly accountable for achieving the goals.

Communication and Marketing - 5%

- Collaborate with Advancement | Foundation leadership and FCB 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 FCB and NAU.
- Partner with Advancement Communication team on the development of materials such as proposals, impact reports, fundraising one-pagers, thank you cards, etc.

Stewardship - 5%

- Collaborate with FCB leadership and Donor Relations team to plan and execute a comprehensive stewardship program including, but not limited to gift agreements, acknowledgements, and annual donor stewardship.
- Provide stewardship to scholarship/award stewardees not in the major gift portfolio.

Leadership - 5%

- Partner with Advancement Coordinator who assists with travel preparations, budget reconciliation, meeting scheduling, and data processing
- Support in the management of assigned unit/college development program budget.

Other - 5%

- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree in relevant field; and

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- Three to five years of experience as a front-line fundraiser in a comprehensive development program or equivalent experience in a related field, such as sales
 - Experience includes established record of closing major gifts or revenue metrics that support organizational priorities;
- 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.
- Excellent written and oral communications skills.
- Experience in higher education or non-profit setting.
- Experience in major gift fundraising principles and practices at a major university.
- Capital/comprehensive campaign experience.

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.
- Direct experience with fundraising, volunteer management.
- 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

- 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.

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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.
- 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.
- 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.
- 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 travel frequently to attend relevant programs and events, and to meet with current and prospective donors to further cultivation and solicitation strategies (approximately 25 - 50% time).
- Ability to make travel arrangements using prudent fiscal considerations.
- Must be able and willing to work occasional evenings and weekends.
- Entrepreneurial mindset, taking initiative and actively seeking to deepen current donor relationships and forge new ones.
- Experience working with sensitive information and ability to maintain strict confidentiality.

Driving Requirement

Driving a vehicle on behalf of the university is anticipated to be a regular part of this position. Arizona Administrative Code Fleet Safety Policy requires all employees who drive on university business become authorized by submitting Driver's license information for driving record monitoring, and completion of training appropriate to the level of driving performed. The law applies to all faculty, staff, and students who drive personal or university-owned motorized vehicles for any business purpose. More information on the [NAU Authorized Driver Policy](#) can be found on the NAU website.

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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 \$89,551. 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

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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.

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

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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

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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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