

THE UNIVERSITY OF TOLEDO FOUNDATION

WE'RE HIRING!



DIRECTOR OF DEVELOPMENT

JUDITH HERB COLLEGE OF EDUCATION

Identify, cultivate, solicit and close prospective donors capable of gifting at a defined major gift level for the Judith Herb College of Education.

SPECIFIC DUTIES:

- Develops cultivation and solicitation strategies for a portfolio of prospects and donors. Builds and manages network of relationships with prospective donors involving University administrators, College and program leadership, and faculty. Facilitates and coordinates all communication with these prospects and among the prospect's campus relationships. Promotes positive relationships with these prospects and donors.
- May supervise and provide direction to assigned Assistant Director(s) of Development.
- Leads and directs (often in concert with others) gift solicitations to fund University programs and to enhance the development efforts of The University.
- Evaluates various gift opportunities and giving vehicles and recommends the most suitable
- for a particular donor.
- Interacts with internal contacts such as Deans, Directors, Faculty, Officers, and other Development staff to consult on University needs, to formulate strategies to promote prospect engagement with the University and to identify potential donors.
- Assist with the strategy for and creation of written communications from various University administrators appropriate to a donor's interests.
- Travel commensurate with standard expectations for fundraising activity and contact to reach donors and prospects locally, regionally, and nationally.
- Performs additional development-related activities/efforts at the request of manager.
- May perform other duties as assigned.

REQUIREMENTS:

Bachelor's degree is required, advanced degree is preferred. Minimum 3 years professional fundraising experience including cultivating, soliciting and closing major gifts. Comprehensive knowledge and understanding of the importance of University Development activities to maintaining lasting and positive donor relations. Experience in higher education fundraising preferred.

PERFORMANCE STANDARDS:

- Held accountable for:
 - Maintaining a portfolio of 100+ qualified prospective donors with an emphasis on major gifts at a defined amount.
 - Meeting or exceeding annual expectations for donor visits and annual solicitations.
- Passion for the institution's mission, traditions and long-term success. Consistently demonstrate the mission, vision and values of the University of Toledo Foundation and the University.
- Our RITE Values – Respect, Integrity, Transparency & Teamwork, and Excellence
- Outstanding written, verbal and interpersonal skills. Must be able to develop interpersonal relationships with multiple constituents.
- Demonstrate integrity, impeccable ethics, initiative, enthusiasm, and the ability to establish trust and credibility.
- Demonstrate commitment and ability to:
 - Provide quality customer service, plan, organize and remain accountable for actions.
 - Problem solve utilizing critical thinking skills.
 - Function in a confidential manner and collaborate with other staff.

THE UNIVERSITY OF TOLEDO FOUNDATION

The University of Toledo Foundation, an independent 501(c)3 organization, exists for the sole purpose of supporting The University of Toledo. The Foundation is the official gift-receiving and fund-management organization for the University. Our purpose is to support the University's broad educational mission by receiving, managing, and distributing generous gifts to benefit students and enhance faculty and program efforts. The Foundation includes the Development, Alumni Relations and Special Event functions. Through its subsidiary, the UT Real Estate Corp., the Foundation also manages off campus real estate matters for the University. The UT Foundation embraces the mission of The University of Toledo by aspiring to be a forward-thinking, philanthropic organization, providing impactful financial support and engagement opportunities for transformation throughout the University community.

HOW TO APPLY:

Interested candidates should submit a cover letter, resume, and three professional references to UTFJobs@UToledo.edu. Position will remain open until filled.



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