

Warren Wilson College
Position Description

POSITION: Director of Development

DEPARTMENT: Development/Advancement

REPORTS TO: Vice President for Advancement

POSITION SUMMARY:

The Director of Development will think strategically to help plan and implement major gift fundraising efforts on behalf of Warren Wilson College and play an integral role in the College's successful completion of fundraising goals. The Director will concentrate major gift fundraising efforts on the identification, cultivation and solicitation of prospects with current gift capacities of \$25,000 or greater and with an inclination toward deferred gifts through gift planning.

SPECIFIC RESPONSIBILITIES:

- Actively manages the College's philanthropic relationship for approximately 200 potential major donors, including the development of a plan for each prospect. Carries out this plan in the capacity of a strategist, primary contact or combination of both.
- Expects to complete an average of 12 to 15 monthly visits with prospects and donors.
- Plans and coordinates events related to the cultivation or stewardship of prospects. These may include campaign consultation events, dedication events, special dinners or luncheons in the Director's geographical territory etc.
- In consultation with the Vice President for Advancement, this Director of Development will work on: gift strategy, proposal development, prospect/donor visitation, and related follow-up.
- Prepares research profiles and briefings for visits with the Director of Advancement Services—including visits by the President of the College, Vice President for Advancement, Trustees or other volunteers.
- Creates travel reports, timely visit reports, and contact reports on prospect relationships.
- Coordinates and shares information on contacts with colleagues in the office or elsewhere on campus as appropriate.
- Prepares annual report to the Vice President on activities and goals met.
- Reviews and/or prepares appropriate sections of the College's annual President's Report on fund raising.
- Assists colleagues in Advancement Office in the preparation and coordination of major events (reunion, Homecoming and Family Weekend, etc.)

WORKING CONDITIONS:

- Some evening and weekend hours are required.
- Frequent travel.

QUALIFICATIONS:

- Comprehensive understanding of major gift fund raising.
- Working knowledge of planned giving.
- Superior communications skills, both orally and in writing.
- Personable and approachable and ability to diplomatically articulate the College's highest priorities.
- Exemplary interpersonal skills and genuine appreciation of working with diverse audiences.
- Outstanding organizational skills.
- Willingness and ability to travel frequently required.
- Professional demeanor, good judgment and the ability to work independently, but collaboratively, in goal-oriented team environment.
- Bachelor's degree required.
- At least five years of fund-raising or related experience desired.

This position description is not all-inclusive as other tasks or responsibilities may be assigned.