Director of Individual Giving Programs, University Advancement

Job Posting # 2000066

Job Function: Advancement/Development

Primary Location: United States-Pennsylvania-Pittsburgh

FT/PT Status: Regular Full Time

Organization: AVP-DEVELOPMENT (UNIV ADVANCEMENT)

Minimum Education Level: Bachelor's Degree or equivalent

Preferred Education Level: Master's Degree or equivalent

Salary: Negotiable

Position Summary:

This position is responsible for overseeing the leadership annual giving program for Carnegie Mellon University. The Director reports to the Executive Director of Planned Giving and will manage a team of leadership annual giving officers who are primarily responsible for soliciting unrestricted gifts of $10,000 and greater for the university. This position will also manage a portfolio of 75-100 prospects capable of making major gifts to the university ($50,000 or greater). This position will also manage two premier volunteer fundraising groups, the Andrew Carnegie Society (ACS) Board and ACS Leaders Program. This involves planning/strategizing, solicitation, and volunteer/prospect management. Serve as a key collaborator with volunteers and university staff to encourage ACS membership and retention. This position is located in the GATF Building on Forbes Avenue in Oakland.

Qualifications:

Minimum:
- Education: Bachelor's degree or equivalent experience.
- Licenses:
  - Must have a valid driver's license.
  - Must successfully complete a driver's license verification on an annual basis.
  - Must complete the National Safety Council Defensive Driver Training once every three years.
- Experience: Seven or more years of experience in annual or major individual gift fundraising, or closely related experience; supervisory experience
- Skills:
  - Broad knowledge of the principles of fundraising
  - Ability to see and understand the objectives of the individual giving group and the university advancement division, and to integrate their goals with those objectives
  - Ability to initiate, analyze, monitor, evaluate and alter strategic advancement plans
  - Ability to articulate the case for support so that individuals "buy into" the vision/mission/goals of Carnegie Mellon and understand with sufficient effectiveness to secure gifts and pledges of $10,000 or more
  - Excellent oral, written and interpersonal skills required
  - Knowledge of tax laws that impact charitable giving, personal assets and estates
  - Personal belief in mission, goals and objectives of private higher education
  - Ability to manage and motivate others
- Physical Mobility: Must be able to travel around the region and to other areas of the country
- Environmental Conditions: Work usually performed in an office setting
- Mental: Must be able to work under pressure of deadlines and dollar goals
- Other: Weekend and evening work will be required
Preferred:
- Education: Master's degree in business, public administration and management, or higher education management
- Experience: Ten or more years of major individual gift fundraising experience, preferably in higher education
- Skills:
  - Ability to understand the needs and interests of major donors in order to develop relationships between them and the university
  - Interest in all aspects of education and a dedication to promoting the university's fundraising priorities through developing excellent working relationships with faculty, senior academic leaders, trustees and other volunteers, and the university advancement office team
  - Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas
  - In addition to these general skills, the position requires the ability to participate in all aspects of the gift cycle:
    - (1) to initiate contacts with potential special gifts donors
    - (2) to develop appropriate cultivation strategies for them, including working with volunteers
    - (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure
    - (4) to make solicitations when appropriate
    - (5) to maintain stewardship contacts with donors
    - (6) manage other professionals and successfully direct/manage a fundraising program
    - (7) oversee and approve assignment of all ACS prospects
    - (8) assume responsibility for leading ACS gift officers' professional development, process development and progress tracking activities
- Mental: Adherence to the highest ethical standards, empathetic disposition, perseverance, optimistic and positive attitude, capacity to work while paying attention to details, sensitivity to needs and feelings of others, ability to work under pressure and meet deadlines, ability to balance own portfolio while also managing and training other gift officers
- Other: Must successfully complete a background investigation including: professional references, county criminal record, social security verification, and educational history verification

APPLICATION:
- To apply please submit a cover letter and resume to Careers@Carnegie Mellon at: https://cmu.taleo.net/careersection/2/jobdetail.ftl?lang=en&job=2000066