

**University Schools
Development Director
Job Description**

Objective:

Develop and implement annual and long-term strategic plans to procure funds for University Schools and promote the mission of University Schools to the local community and alumni.

Responsibilities:

- Create and implement annual and long term fundraising plans and strategies
- Create and implement a plan to solicit donors and identify funding sources, such as grants, in-kind donations, charitable events and marketing opportunities
- Coordinate with and support existing fundraising activities
- Cultivate and nurture relationships with current and potential corporate & foundation sponsors, and individual donors
- Update and maintain the Alumni database and utilize social media to communicate financial needs of the school and donor opportunities
- Prepare realistic, consistent and measurable annual budget and fund raising goals
- Develop and grow our individual donor base to include engaging and developing University School's alumni; manage annual giving campaign; cultivate major gifts
- Develop and implement marketing and public relations strategy

Education:

- Bachelor's degree in business, marketing, communications, or nonprofit management.
- Understanding of University Schools history and Greeley community a plus.

Qualifications:

- 3-5 years of direct sales or business development experience in a service industry or with a non-profit; emphasis on education or corporate sales is a plus
- Understand the operations of a nonprofit entity and effective fund raising techniques
- Proven track record of achieving revenue targets and/or a quota
- Proven management and leadership capabilities
- High energy, positive, "can-do" attitude, flexibility, teamwork, and attention to detail; high degree of initiative
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively
- Demonstrated ability to think strategically and have a thorough understanding of strategic development
- Strong partnership-building and event planning skills
- Thorough understanding of components of a diversified funding base
- Good computer skills and knowledge of data base programs