METROPOLITAN STATE UNIVERSITY, a vibrant and growing public, urban university, is seeking applicants for the position of Development Director. This is a full-time, probationary position within the University Advancement and Communications division. This position is an integral participant in the strategic planning and implementation of the University Foundation's comprehensive fundraising program. The person in this position will be self-directed and demonstrate creative and innovative new strategies that sustain a cutting edge leadership-level giving program within the Grants and Development Department. The Director also ensures effective and cost efficient implementation of individual giving program plans and individual prospect strategies to create and maximize a predictable stream of higher level gift revenue.

Responsibilities:

- Responsible for design, planning and implementation of a comprehensive program for leadership annual gifts of $2,500 - $10,000 with a special emphasis leading to major giving of $10,000+ and planned giving.
- Develop case statement and materials to support leadership level giving for the Annual Fund and special funding priorities.
- Ensure effective and cost efficient implementation of leadership giving program plans and individual prospect strategies to create and maximize a predictable stream of higher level gift revenue.
- Maintain ongoing reporting of progress against goals.
- Develop leadership-level donor strategies that lend themselves to the strategic planning and implementation of the University Foundation's comprehensive fundraising program.
- In concert with the Alumni Relations and Annual Fund Director, build alumni/individual donor engagement through annual university fundraising activities and Annual Fund Drive implementation.
- With the strategy of strengthening the internal culture of philanthropy and increased participation in the Annual Fund Drive, successfully move toward increased giving, including major and planned gifts to the Foundation.
- Maintain ongoing reporting of progress against goals.
- Support the overall activities of the grants and development operations including events and special projects.
Minimum Qualifications:

The following qualifications are required of all applicants seeking consideration for this position. Only applicants whose resumes clearly demonstrate fulfillment of each of these minimum qualifications will be considered for the position:

- Five years of experience required in successful fundraising from individual donors.
- Demonstrated ability to work collaboratively with internal and external stakeholders.
- Demonstrated ability to work in a diverse work environment.
- Customer service oriented with strong interpersonal skills.
- Demonstrated excellent oral and written communication skills.
- Highly professional and ethical approach to provide persuasive presentations to all potential donors and other resource opportunities.
- Demonstrated commitment to engage in a work culture with a team that values high performance, accountability, results-oriented goals and continuous improvement objectives.
- Good typing skills and computer proficiency with Microsoft Office applications.

Preferred Qualifications:

- Bachelor’s degree from an accredited university.
- Self-directed professional who can work collaboratively with president, provost and academic deans to understand their needs and successfully articulate a compelling case for support specific to a given academic area.
- Demonstrated results in the ability to raise funds with an understanding of the relational nuances required in identifying, cultivating and stewarding productive relationships with current and prospective donors who may range from corporate CEOs to entry level professionals new to their careers.
- Ability to work effectively with diverse populations, including staff, faculty and students.
- Bring a positive attitude and professionalism to work in the team environment of the Advancement Division.
- Previous experience in a higher education fundraising environment preferred.

Physical Requirements of the Job: Requires occasionally lifting and/or carrying such articles as file folders, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties.

Please note: Filling of this position is dependent upon budget.

The University: Metropolitan State University, a member of the Minnesota State Colleges and Universities System, serves approximately 11,000 students in the greater Twin Cities Metropolitan area. We are the most diverse university in the system, with approximately 41% of our students coming from communities of color. The university offers programs leading to baccalaureate, masters and doctoral degrees. We provide accessible, high quality liberal arts, professional and graduate education with continued emphasis on marginalized groups, including adults and communities of color. Recognized in 2008 by the Carnegie Foundation for Community Engagement and named to the President’s Higher Education Community Service Honor Roll, the university is committed to academic excellence and community engagement through curriculum, teaching scholarship and services designed to support an urban mission.
Visit our web site at http://www.metrostate.edu

The University Advancement and Communications Division: The University Advancement and Communications Division provides a comprehensive array of communications, marketing and development services and support to Metropolitan State University. In addition to marketing, communications, development and alumni relations, the division also includes the Metropolitan State University Foundation, which plans and executes multi-dimensional fundraising campaigns with corporate, foundation, alumni and individual donor constituencies. The Foundation is supported by a volunteer Board of Trustees. Current assets total $5.1 million including a $3.4 million endowment.

Salary: This is a Minnesota State University Association of Administrative and Service Faculty (MSUAASF) Range D position with a salary range of $48,062 (minimum) to $88,744 (maximum). Salary is commensurate with education and experience, and is determined by the collective bargaining agreement between Minnesota State Colleges and Universities (MnSCU) and the MSUAASF organization.

* Employment for this position is covered by the collective bargaining agreement for the MSUAASF which can be found at: http://www.hr.mnscu.edu/contract_plans/documents/2015-2017%20MSUAASF_CBA.pdf

Application: To apply, go to http://agency.governmentjobs.com/metrostatemn/default.cfm

Applications must be received by 11:59 PM on Closing Date: May 6, 2016.

Qualified applicants are required to attach the following documents to their online application:

- Cover letter of interest addressing how your qualifications align with the requirements of this position.
- Current curriculum vita or resume.
- Names of four (4) references with addresses, email addresses and telephone numbers.

If you need help submitting your online application, please contact NEO GOV @ 1-855-524-5627 for technical assistance.

If you have other questions related to this position announcement, please contact Human Resources, Search & Selection Specialist, Jody (Mary) Anderson @ 651.793.1811.

For TTY, call Minnesota Telecommunications Relay Service (TRS) at 7-1-1 or 1-800-627-3529.

Notice: In accordance with the MnSCU Vehicle Fleet Safety Program, employees driving on university business who use a rental or state vehicle shall be required to conform to MnSCU’s vehicle use criteria and consent to a motor vehicle records check.

Metropolitan State University is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law. As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.
The University provides reasonable accommodations to qualified individuals with disabilities upon request.