

## Sr. Director of Development (2447)

### Position Summary

Responsible for planning and implementing an integrated approach to development that maximizes philanthropic support with all donor constituencies in a prime geographic region of the US, specifically northern California and the Pacific Northwest, the Senior Director of Development reports to the Executive Director of Development for the regional major gift program. This position has overall responsibility for the major gift fundraising efforts within the region and collaborating with the principal gifts team on donors giving at the highest levels of the university. The role will require extensive travel and will involve building a strategic plan for the region, integrating cultivation of prospects by the President, Provost, Deans and other high-level partners. The Senior Director of Development is also responsible for developing and executing the fundraising strategy for his/her own high-potential portfolio. Future potential for managing an Associate Director of Development within the team exists.

*The ideal candidate is a highly collaborative leader, strategic thinker, and independent entrepreneur with a demonstrated track record of securing major gift commitments and has a proven ability to refine and actualize campaign priorities in conjunction with key academic partners and administration.*

*This position currently has a hybrid work arrangement, with a minimum of two days per week in the office. Consideration will be given to candidates who will live and work in the assigned geographic region, with a requirement to be on campus once a month for team meetings, as well as other times for key meetings and campus events.*

### Requirements

- Bachelor's Degree
- Seven years of related professional fundraising experience including individual donors capable of gifts of \$1 million or more, and demonstrated success in cultivating, soliciting, and stewarding major individual gifts
- Skills Required
  - Ability to develop and initiate new strategies
  - Advanced problem solving skills
  - Excellent verbal and written communications skills
  - Ability to work well under pressure and manage projects simultaneously
  - Excellent organizational and time management skills
  - Excellent knowledge of Microsoft Office suite
  - Excellent data analysis skills
  - Ability to work independently and as part of a team to meet expected deadlines and schedules
  - Adept at problem solving, creating contingency plans and handling issues when necessary
  - Excellent client service orientation and attention to detail
  - Ability to lead and motivate others
  - Strategic skills to craft and implement fundraising and/or project plans
  - Excellent attention to detail and ability to quickly understand and remember details about alumni/donors and projects to which they are assigned

- Must possess (or have the ability to obtain one within 30 days of hire) and maintain a valid Texas driver's license with no more than three moving violations and/or at fault accidents within the past 36 months, and no convictions or deferred dispositions for Driving While Intoxicated (DWI) or Driving Under the Influence (DUI) within the past five years

### **Essential Functions**

- Develops and manages a portfolio of major gift prospects through the identification, cultivation, solicitation, and stewardship of donors with an emphasis on \$250,000+ gifts
- Identifies fundraising priorities and devises plans and strategies to accomplish goals
- Works collaboratively with faculty and development colleagues in support of fundraising initiatives
- Collaborates on development-related communications and events
- Performs all other duties as assigned

### **Additional Functions**

- Extensive travel is required for this position
- Will work with and supervise the efforts of volunteers involved in fundraising initiatives
- Future potential exists for managing an Associate Director of Development

### **Preferences**

- Experience
  - Individual major gift fundraising experience at Rice University or a complex higher education institution
  - Experience working as a regional major gift officer
  - Experience working in a capital campaign
  - Experience with securing commitments involving gift planning
  - Supervisory experience
- Skills
  - Knowledge of fundraising database software
  - Knowledge of gift planning principles
  - Familiarity with higher education senior administration
- Certification
  - Certified Fundraising Executive (CFRE)

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Faculty and staff are expected (but not required) to have completed a full vaccination series for COVID-19, currently defined as full course COVID-19 Vaccine (typically two shots of a WHO-approved COVID-19 Vaccine or one J&J) and a COVID-19 booster. Rice does not require documentation for COVID-19 vaccination at this time for faculty and staff. More information can be found here: <https://coronavirus.rice.edu/policies>

Salary Range: \$120,000 - \$140,000

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