



Position title: Director of Development

Supervisor: Executive Director

Classification: Administrative, exempt, full-time

Join a dynamic team at the Kutztown University Foundation (KUF) as we wrap up a comprehensive \$40M campaign six months early due to exceeding our goal. We seek an energetic and committed individual aimed at supporting students pursuing a degree at Kutztown University (KU).

The right candidate will be a self-starter ready to roll up their sleeves to help guide the strategy and lay the groundwork for our next campaign. There will be opportunities to manage new development staff as positions are created and filled.

We offer competitive compensation and benefits, as well as the opportunity to make transformational changes for tomorrow's leaders. Learn more about the organization and team at www.kuf.org.

Duties and Responsibilities:

- Actively manage a portfolio of principal, major, and planned giving prospects with gift capacity of \$25,000 or greater based on recent wealth screening and annual fundraising goal of \$500k per year.
- Work effectively with colleagues within the Foundation and throughout the University to plan and execute fundraising and engagement strategies to benefit Kutztown University students and the larger campus community.
- Collaborate with the Executive Director, Foundation and University leadership to develop, shape, and implement strategy to achieve overall fundraising and campaign goals, priorities, and objectives moving forward.
- Conduct a minimum of 12-15 personal visits each month with 50-60% time spent traveling and meeting with potential donors.
- Coordinating the involvement of appropriate board, volunteer, faculty, and/or staff members in the planning of cultivation, solicitation, and/or stewardship strategies for donors, as appropriate.
- Responsible for preparing proposals and presentations for prospects.
- Actively engage in monthly prospect management meetings and complete all related documentation in a prompt and thorough manner, including entering all call reports into database with appropriate documentation.
- Participate in Foundation and University events.
- Other duties as assigned.

Skills, Professional Background, and Abilities:

- Bachelor's Degree required.
- 5+ years' experience in a comparable position, with preference for experience in higher-ed fundraising preferred.
- Strong organizational and project management skills with the established ability to navigate a fast-paced environment featuring multiple assignments and quickly changing priorities.
- Demonstrate the ability to meet deadlines and manage several projects simultaneously.
- Possesses outstanding interpersonal and written communication skills.
- Demonstrated creativity and strategic thinking, with the ability to take initiative.
- Thorough knowledge of standard desktop software applications such as Microsoft Word, Excel, PowerPoint, etc.
- Ability to learn to use Blackbaud Raiser's Edge NXT, Blackbaud Guided Fundraising and preferred web-based online fundraising platforms.
- Engenders a collegial team environment.

- A thorough understanding of the relationship between an institutionally-related foundation and its university is helpful.
- Ability to relate comfortably to donors, alumni, parents and volunteers, as well as to faculty/staff members, administrators and other staff.
- Ability to handle sensitive and confidential information

This position requires occasional evenings and weekends.

This position will remain open until filled; however, preference will be given to applications received by **Friday, March 31**.

Please submit **cover letter, resume, and salary requirements** to:

Kutztown University Foundation

Attn: Executive Director

PO Box 151

Kutztown, PA 19530

employment@kuf.org