



**Position title:** Senior Director of Leadership Giving

**Supervisor:** Executive Director

**Classification:** Administrative, exempt, full-time

Join a dynamic team at the Kutztown University Foundation (KUF) as we celebrate the completion of our first comprehensive campaign, [Together, We're Golden](#), and begin to shape our next campaign.

The Senior Director of Leadership Giving is a member of the Foundation's Senior Leadership Team, working effectively and collaboratively with KUF team members, donors, and university partners. They will provide support for existing and emerging engagement strategies in fundraising. The ideal candidate is a proven fundraiser with strong project management skills, demonstrated ability in fundraising, communications and teamwork.

Reporting to the Executive Director, the Senior Director of Leadership Giving will manage the development team's major and planned giving efforts. Working collaboratively with the Executive Director, the Senior Director will assist in guiding the vision and fundraising/campaign strategy. Through partnership with members of the Foundation's Senior Leadership Team, the Senior Director will also develop and implement steps to identify new prospects and strengthen relationships among key constituents. The Senior Director will manage a portfolio of prospects and donors, some of whom may be jointly managed. Additional Foundation-related duties and projects may be determined by the Executive Director.

KUF offers 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](http://www.kuf.org).

#### **Duties & Responsibilities:**

- Oversee Leadership Giving staff (one-three direct reports), providing day-to-day and long-term strategic oversight in securing annual, major, and planned gifts, working toward established metrics and fundraising goals
- Manage an assigned portfolio of individual prospects through a combination of monthly personal visits and virtual engagement. Primary focus should be to establish and strengthen ongoing relationships through face-to-face visits, phone calls, and meaningful donor encounters that will lead to increased or renewed support
- Collaborate with the Executive Director and Foundation leadership to develop, shape, and implement strategy to achieve overall fundraising and campaign goals, priorities, and objectives
- Analyze existing (or proposed) multi-channel fundraising efforts and goals. Use results to determine new strategies or appropriate modifications to secure highest return on investment and adherence to industry best practices
- Collaborate with the Communications, Alumni Engagement and Advancement Services team on proposals and communications efforts related to specific fundraising projects, cultivation, and stewardship
- Serve as liaison to assigned departments and offices/centers, as determined by the Executive Director
- 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
- Assist Foundation colleagues during major events, including but not limited to campaign activities, Homecoming, and reunions. Provide staffing and organizational support for occasional campus and regional events.

- Other duties as assigned

**Skills, Professional Background and Abilities Required:**

- Bachelor's degree
- 7-10+ 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, verbal, 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
- Understanding/experience with planned giving
- 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
- Occasional evenings and weekends required

This position will remain open until filled; however, preference will be given to applications received by **Friday, May 17**.

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

Kutztown University Foundation  
P.O. Box 151  
Kutztown, PA 19530  
[employment@kuf.org](mailto:employment@kuf.org)