

Associate Director of College Advancement

Job no: 494985

Position type: EAP - Executive, Administrative, Professional

Location: Grand Rapids, Michigan

Categories: University Development

Position Overview

This position will work closely with the dean and team, along with university leadership to raise needed funds for college priorities. This frontline fundraising position includes relationship building both internally at GVSU, as well as externally with major gift level individual donors.

Primary Duties

- Collaborate within University Development and the college to develop, monitor, and support all aspects of a comprehensive fundraising program for the college.
- Develop and implement long-range strategies focused on increasing gifts through donor acquisition, donor retention, and upgrading donor giving.
- Build relationships with alumni by sharing impactful stories and requesting philanthropic gifts at the \$25,000+ level to support college-based priorities.
- Develop new relationships with individuals by working with the dean, unit heads, additional university colleagues, and current donors to identify potential supporters for the college. Use this information to meet with donors in-person, via Zoom, phone, or other ways of meeting.
- Engage with individuals to grow their understanding, awareness, and support of college programs through written and verbal communication.
- Collaborate with the dean and team, development colleagues, and university leaders on strategy for individuals; work with these same leaders to coordinate and participate in donor meetings.
- Meet yearly goals by evaluating, planning, and implementing strategic fundraising initiatives to support university, academic, and special project priorities.
- Prepare case statements, talking points, and other materials required for special campaigns, projects, scholarships, academic programs, and university initiatives in partnership with college colleagues.
- Utilize a customer relationship management database to retrieve and record relevant information for fundraising, ensuring the integrity of records.
- Attend and participate in events to further develop relationships with individuals on behalf of GVSU and with colleagues across the university.
- Perform other duties as required/assigned by leadership.

Required Knowledge, Skills, and Abilities

- Bachelor's degree or knowledge equivalent to that which normally would be acquired by completing a four-year college degree program in communications, public relations, marketing, and/or business.
- Minimum of three to five (3-5) years of fundraising, sales, or equivalent experience.
- Ability to build relationships with alumni and community partners.
- Working knowledge of storytelling techniques and strong public speaking skills.

- Strong interpersonal skills, such as the ability to interact with others with respect, empathy, and cultural humility.
- Commitment to principles of diversity, equity, inclusion, and access.

Preferred Knowledge, Skills, and Abilities

- Exceptional interpersonal skills and ability to work collaboratively with all levels of staff, donors, and prospective donors.
- Excellent spoken, written, and interpersonal communications skills with attention to detail.
- Ability to lead project teams and keep highly detailed projects on track.
- Ability to prioritize projects, meet deadlines, provide documentation, and work well under pressure.
- Proven track record of securing philanthropic support for nonprofit organizations or comparable results within a sales setting.
- Experience working in a complex and political environment in academic, corporate, or private foundation settings.
- Outstanding organizational skills and ability to manage multiple tasks simultaneously.
- Ability to demonstrate a high level of integrity and trust, and must be a visionary, self-starter with a sense of urgency and a clear set of expectations.

Salary: \$65,000-75,000 commensurate with experience

Department/Division: University Development

Campus: Grand Rapids Pew Campus

How To Apply: Apply online at jobs.gvsu.edu and select "Apply now". Please include a cover letter and resume. The online application will allow you to attach these documents electronically. On the application, you will be required to provide names, phone numbers, and e-mail addresses for three professional references. Applicants selected for interviews will be required to submit official transcripts prior to the interview. If you need assistance, please call Human Resources at 616-331-2215.

Application Deadline: Application review begins three weeks after posting date. The posting may be closed at any time at the discretion of the University.

The University is an affirmative action, equal opportunity institution, consistent with its obligations as a federal contractor. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the University. Members of the University community, including students, employees, faculty, staff, administrators, Board members, consultants, vendors, others engaged to do business with the University, candidates for employment or admissions, and visitors or guests have the right to be free from acts of harassment and discrimination, including sexual misconduct, as defined by this policy. In accordance with applicable federal and state law and this policy, acts of discrimination or harassment by members of the campus community are prohibited if they discriminate or harass on the basis of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender (including gender identity and expression), sexual orientation, veteran or active duty military status or weight. This includes inappropriate limitation of,

access to, or participation in educational, employment, athletic, social, cultural, or other university programs and activities. The University will provide reasonable accommodations to qualified individuals with disabilities. Limitations are lawful if they are: directly related to a legitimate university purpose, required by law, or lawfully required by a grant or contract between the university and the state or federal government. For the purposes of this policy, sex-/gender-based harassment includes sexual misconduct, sexual assault, interpersonal or relationship violence, and stalking. See www.gvsu.edu/affirmative. TDD Callers: Call Michigan Relay Center at 711 (in State) or 1-800-833-7833 (out of State).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The information contained in this job description is for compliance with the Americans with Disabilities Act as amended by the ADA Amendment Act (2008), Section 504 of the Rehabilitation Act of 1973, and other applicable federal and state laws that prohibit discrimination on the basis of disability. GVSU will provide reasonable accommodations to qualified individuals with disabilities upon request.