

Job Level	Executive Director of Development (EDoD)	Project/Prog Management Level II
Oversight Received	<ul style="list-style-type: none"> <li>* Responsible for making decisions that impact the fundraising efforts for the Regional Development team.</li> <li>* Develops and implements a comprehensive strategy by working closely with prospect research, alumni relations, and college and unit directors of development to strategically identify major gift prospects (\$25,000+), and make contacts to develop these relationships resulting in major gifts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Works independently with high-level oversight</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>* Responsible for carrying a prospect portfolio of 70-90. Utilizing the tenets of moves management, prospects will be moved through the pipeline and either managed by the Director of Development or moved to a college or unit for further cultivation, solicitation or stewardship.</li> <li>* Identify, qualify, cultivate, solicit, and steward regional alumni and friends capable of \$25,000 and above gifts using a carefully planned moves management system and is responsible to understand and execute the Donors Bill of Rights.</li> <li>* Analyze and provide data to leadership using appropriate demographic information for prospect identification, qualification, engagement, and solicitation.</li> <li>* Facilitates relationships with donors, potential donors, upper level university administration, and university personnel by providing accurate information, problem solving techniques and strategies, and by identifying university-wide areas for donor engagement.</li> <li>* Participates in the Principal Gifts pod, acting as one of the lead fundraisers and participating in strategy with university wide prospects and partners.</li> <li>* Develops and implement comprehensive strategy to populate donor interest(s) categories on donor database and collect donor feedback. Collaborates with colleges and units to identify opportunities to efficiently and effectively collect and use information.</li> <li>* Creates solicitation strategy for prospects. Formulate and execute strategies and tactics to improve CSU's donor potential. Conceptualize, and schedule donor visits.</li> <li>* Strategically facilitates relationships with donors, potential donors, upper level university administration, and university personnel.</li> <li>* Solves donor related issues that arise quickly and effectively, understanding what to bring any given situation to leadership.</li> <li>* Disseminates accurate donor information by identifying university-wide areas for donor engagement that align with the University fundraising priorities and goals.</li> <li>* Utilizes qualitative and quantitative analysis to assess metrics associated with the Regional Development team, enhancing and revising programs as necessary.</li> <li>* Document all quality contacts and moves management strategies through the use of the prospect tracking system (Advance).</li> </ul>	<ul style="list-style-type: none"> <li>▪ Provides recommendation on analysis, project identification, design, communication, and integration of programs</li> <li>▪ Identifies and helps develop solutions to mitigate project/program hurdles and pitfalls</li> <li>▪ Manages University-wide programs, initiatives, or projects</li> </ul>

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Interaction/ Communication	<ul style="list-style-type: none"> <li>* Conceives and directs, as well as identifies efficiencies, and improves central development strategies that contribute to the success of CSU's fundraising priorities.</li> <li>* Develops relationships with donors, alumni and the campus community.</li> <li>* Support CSU fundraising efforts by identifying, recruiting, cultivating, and soliciting individuals to provide financial support for this world class institution.</li> <li>* Execute 12 or more personal visits per month with prospective donors and determine if they have capacity and inclination to make a major gift.</li> <li>* Write, prepare, and present persuasive proposals that match the donor's interests with the Division's fundraising priorities. Proposals should be comprehensive, and include a major outright gift (\$50,000+) and on a limited basis, planned gift (bequest) solicitations.</li> <li>* Collaborate with leaders in the Division of University Advancement and other University divisions and Colleges to broader mission and goals</li> <li>* Contributes to the overall direction of the Advancement Division in areas specific to his/her area of responsibility as well as division-wide areas, such as strategic planning, goal setting, reporting, messaging, budgeting, volunteer/board management, and community engagement.</li> <li>* Collaborates on an ongoing basis with the VP's Executive Leadership Team to help create, implement, integrate, assess, and improve the College's fundraising strategies required to conduct successful overall advancement efforts.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Single point of contact for programs, initiatives, or projects</li> </ul>
University Impact	<ul style="list-style-type: none"> <li>* The Executive Director of Development (EDoD) directs and implements all aspects for the Regional Development Program. Develops the overall strategy and goals in coordination with the Vice President for University Advancement, as well as other members of the Development team and supports the Colorado State University fund raising efforts by identifying, recruiting, cultivating, and soliciting individuals to provide financial support for this world class institution.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Impact of programs is medium to long-term duration</li> <li>▪ Program participation tends to be required</li> </ul>
Financial/ Budget Responsibility	<ul style="list-style-type: none"> <li>* Provides budget planning and management for more than \$192,000 Million annually, which includes sub-account for each team member. Ensures prudent management in alignment with State of Colorado procurement policies and guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Manages program budget</li> <li>▪ Program budget is small to medium</li> </ul>
People Management	<ul style="list-style-type: none"> <li>* Provides inspirational leadership and management for four team members in the Regional Development program.</li> <li>* Administers regular performance evaluations, provides training, mentorship and coaching, and encourages team members in the achievement of individual, departmental and division goals.</li> <li>* Sets goals for position and evaluate progress towards goals, supervise and conduct performance reviews for five full-time staff. Monitor the quality of work, motivate, support, and ensure accuracy of project responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>▪ May have people management responsibility for pay reviews, performance management, and resource planning</li> </ul>