

## JOB POSTING

**Position:** Development & Alumni Officer, Law School

**Organization:** Wayne State University

**Location:** Detroit, Michigan

### ORGANIZATIONAL INFORMATION

Wayne State University is Michigan's only urban research university, fulfilling a unique niche in providing access to a higher education at a great value. Wayne State's 11 schools and colleges offer more than 350 major subject areas to our 33,000 graduate and undergraduate students.

WSU is located in the heart of Detroit's University Cultural Center, the home of renowned museums, galleries and theatres, most within walking distance. The WSU main campus encompasses 203 acres of beautifully landscaped walkways and gathering spots, linking 100 education and research buildings. Our six extension centers in the metropolitan area provide convenient access to a wide selection of courses.

For more than 100 years, Wayne State University (WSU) has enjoyed a distinguished history of achievement. With the guidance of outstanding faculty and institutional leadership, WSU has become one of the largest and finest urban research universities in the country. It is the 17<sup>th</sup> largest university in the United States with an enrollment of approximately 32,000 students, 14,000 of whom constitute the largest graduate and professional student enrollment of all public universities.

### JOB SUMMARY

Assist the Development Director, Dean, Department Chairs and faculty in identifying fundraising needs and priorities for the Law School at the University; develop fundraising action plans and strategies; establish realistic and achievable project schedules and timetables; serve as a resource on successful development activities, techniques and methods.

Coordinate and participate in the identification, cultivation and solicitation of individual donors; conduct and oversee phone-a-thons, direct mail and one-on-one solicitations (i.e. direct phone contacts and personal visits) to strengthen constituent relations and increase donor gift revenues.

Coordinate and participate in the identification, cultivation and solicitation of major corporate funding. Identify corporations with interest in school needs (i.e. recruitment of graduates, support of research projects, etc.), develop related proposals and assist the Dean and faculty to cultivate and solicit corporate support in order to secure and increase major gift revenues.

## **EDUCATION AND EXPERIENCE**

Bachelor degree required; an earned J.D. degree from an accredited institution is desirable.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Prepare acknowledgment letters and periodic stewardship reports to donors on the use, importance and appreciation of their support.
- Create special recognition events for the purpose of cultivating and stewarding donors which in turn results in renewed and increased major donor support.
- Oversee and develop a volunteer structure to support fundraising campaigns.
- Identify and recruit volunteer committees for specific projects and solicitations; train in appropriate cultivation and solicitation methods, techniques and processes; provide technical support and oversight of volunteers to ensure School, College, Division, Center/Institute and University mission are attained.
- Coordinate, develop and implement major alumni events, activities, receptions and outreach programs to increase alumni giving.
- Oversee the preparation of materials, develop agenda with various groups to establish, develop and maintain alumni constituency relations.
- Provide oversight for related financial records and statements. Interface with various University personnel, committees, Board and outside groups in coordinating and executing alumni project and events.
- Oversee and coordinate transmittal of contributions to the Wayne State Fund Office in an efficient and timely manner.
- Perform related work as assigned.

## **QUALIFICATIONS, KNOWLEDGE AND SKILLS**

- Graduation from an accredited college or university or an equivalent combination of education and/or experience. Advanced degree in marketing, public relations or business desirable.
- Considerable development experience with major gift solicitation experience.
- Extensive volunteer management experience.
- Project management experience.
- Considerable experience and knowledge of planning, developing and implementing special fundraising events, programs and activities.
- Strong organizational skills.
- Strong analytical and problem solving skills.

- Excellent written and/or oral communication skills.
- Ability to communicate effectively with others.
- Capital campaign and planned giving experience preferred.
- Higher education development experience preferred.
- Some experience with electronic data systems preferred.

Typically, incumbents have held a lower level Development Officer Classification or have experience with responsibility for major gift solicitation and management of a large volunteer structure.

#### **PREFERRED QUALIFICATIONS:**

- Knowledge of the BANNER System.
- Significant major gift fundraising experience and/or relevant experience in sales and marketing in a confidential environment to a sophisticated audience will be considered.
- Close familiarity with and commitment to higher education are preferred.
- Discretion, confidentiality and an ability to interact with high-level donors.
- Demonstrated volunteer management experience.
- Proven experience in working with six and seven-figure gifts or sales and marketing accounts, including the ability to evaluate, qualify, and move prospects through the cultivation/solicitation cycle.

#### **UNIQUE DUTIES:**

Some travel will be required.

To apply for this position, submit a **cover letter** (mandatory) with **salary requirements** and **resume** to: **Resumes@NPPN.biz**