



## **Position Notice**

**Associate Director/Director of Development**  
**Gies College of Business**  
**University of Illinois Urbana-Champaign**  
Based in Urbana-Champaign with remote opportunities

The Gies College of Business Office of Advancement invites applications and nominations for a full-time major gift officer. The Associate Director/Director of Advancement will secure private support for funding priorities within the College as determined by the Associate Dean for Advancement and the Dean. The major gift officer will play a critical role in efforts to implement an integrated approach for impact and mission driven priorities across our college, departments, and units.

For more than 100 years, Gies College of Business has intentionally designed its innovative programs, leading-edge curriculum, and experiential learning opportunities to empower and prepare students to turn big ideas into meaningful actions. Today, Gies faculty prepare more than 7,000 future business leaders, including 3100 undergraduates, from around the world to put their purpose into practice and provide transformative leadership in a global economy. The college has a loyal community of over 70,000 alumni and friends around the globe.

The University of Illinois at Urbana-Champaign is a global, preeminent research university. Since its founding in 1867, the University of Illinois at Urbana-Champaign has earned a reputation as a world-class leader in research, teaching and public engagement.

In June of 2022, the University of Illinois Urbana-Champaign closed its With Illinois campaign, its most successful fundraising initiative ever. Publicly launched in 2017 with an ambitious \$2.25 billion goal, the campaign recorded more than \$2.65 billion in gifts and commitments and reached its initial goal fifteen months ahead of schedule. The Gies College of Business exceeded its \$300 million With Illinois goal by \$10 million. Fundraising efforts will continue and, in addition to the respective priorities within each of the colleges and units, the University remains resolute in its commitment to secure additional private resources towards student scholarships, faculty and staff support, capital projects, and other life-changing programmatic initiatives.

*The University of Illinois is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. For more information, visit <http://go.illinois.edu/EEO>.*

## **Organizational Relationship**

The Associate Director/Director of Development reports to the Executive Director of Development and works closely with advancement colleagues, the Heads of the departments and members of the faculty.

## **Job Summary**

This position will assist the College and its departments in designing strategies to broaden and strengthen development activities in defined territories within the United States and will require travel of varying durations, up to 30-50%, including some evenings and weekends. The successful candidate will be a collaborative team member who values inclusion and is skilled at building strong internal and external collaborative relationships. This position will be responsible for identifying, cultivating, soliciting, and stewarding major gift prospects and donors to increase private giving in support of the college and the philanthropic interests of donors.

## **Duties and Responsibilities**

- Identify, assess, analyze, and design appropriate strategies for approaching prospects and donors in a specified geographic region. Plan and implement effective outreach and cultivation activities to enhance prospect identification and move solicitation and stewardship processes forward. Qualify, cultivate, solicit, and steward a portfolio of major gift prospects, with an emphasis on gifts of \$100,000 or more, making the vitally important match between donors' philanthropic interests and the programmatic and curricular vision of the college. Document all activities and interactions in the alumni/donor database.
- Develop and maintain close collaborative partnerships with faculty and staff to gain a strong knowledge of the academic and research programs in order to identify and define priorities to be funded through private support. Partner closely with other advancement professionals, including gift officers and corporate relations professionals.
- Determine and prioritize lists of donor prospects, alumni, and other stakeholders to be contacted for personal visits within a defined territory.
- Prepare faculty and other volunteers to participate in cultivation, solicitation and stewardship of major gifts as needed.

## **Impact in Your First Year**

At Advancement at Illinois, we value our employees and provide resources to help you continually learn and grow. We foster a strong, collaborative community of people who are driven by their ability to make a difference.

## **Within 3 months, you'll:**

- Become familiar with the strategic vision and priorities of the College/specific departments
- Meet your assigned Prospect Development Analyst and begin to dig into your portfolio

- Attend professional development and networking activities for newcomers within Advancement
- Be introduced to fundraising fundamentals terminology adopted from Plus Delta Partners

**Within 6 months, you'll:**

- Begin cultivating relationships with key prospects/donors/alumni in an effort to create and implement solicitation strategies
- Partner with stewardship and donor relations, events, alumni relations, and communications colleagues on department and College-wide initiatives
- Be able to share multiple meaningful impact stories of transformative gifts

**By the end of the first year, you'll:**

- Cooperatively set annual goals with your supervisor and portfolio management team
- Continue portfolio growth of qualified prospects and successful solicitation strategies
- Receive one-on-one coaching from Talent Management to help transition to your new role
- Build a robust network of colleagues across campus

**Required Qualifications**

- Bachelor's degree
- For the title of *Associate Director*, a minimum of three years of successful advancement experience or more than six years of experience in a closely related field which requires strong relationship-building and outcome driven components. For the title of *Director*, a minimum of five years of successful experience or ten years of experience in a closely related field which requires strong relationship-building and outcome driven components.
- Demonstrated understanding of major donor prospect qualification, cultivation, solicitation, and stewardship, preferably in a higher education environment.
- Superb oral, written, and interpersonal communication skills, with an emphasis on engaged, active listening.
- Experience working in a collaborative, team-oriented environment.
- Demonstrated ability to represent an organization in visits with key constituents.
- Strong relationship management skills.

**Preferred Qualifications**

- Documented success as a major gift fundraiser.
- Advancement experience in an academic unit that produces degrees and conducts rigorous academic research.
- Experience working with faculty leaders.
- Experience managing alumni and/or student programs and devising innovative programs to engage alumni and/or donors to support academic priorities.

- Experience identifying new ways to engage individuals with high net worth who are unfamiliar with philanthropy.
- Experience working with entrepreneurs, in an entrepreneurial organization, or building entrepreneurial programs.

## Salary

Salary is competitive and commensurate with qualifications and experience, while also considering internal equity. The target salary range for this position is \$75,000 - \$85,000 for the title of *Associate Director*; and \$85,000 - \$105,000 for the title of *Director*.

**Please note: Immigration sponsorship is not available for this position.**

## To Apply

To ensure full consideration, application materials must be received by March 24, 2023. Please complete your candidate profile at <http://jobs.illinois.edu> and upload a letter of application, resume, and the names, addresses, phone numbers, and email addresses of three professional references. For more information regarding application procedures, contact Katie Walker at [walker74@illinois.edu](mailto:walker74@illinois.edu). The proposed starting date is as soon as possible after the closing date.

University of Illinois faculty, staff and students are required to be fully vaccinated against COVID-19. If you are not able to receive the vaccine for medical or religious reasons, you may seek approval for an exemption in accordance with applicable University processes.

The University of Illinois conducts criminal background checks on all job candidates upon acceptance of a contingent offer. As a qualifying federal contractor, the University of Illinois System [uses E-Verify](#) to verify [employment eligibility](#). The University of Illinois System requires candidates selected for hire to disclose any documented finding of sexual misconduct or sexual harassment and to authorize inquiries to current and former employers regarding findings of sexual misconduct or sexual harassment. For more information, visit [Policy on Consideration of Sexual Misconduct in Prior Employment](#).

The Illinois Advancement community is committed to an ongoing, proactive process to foster and achieve diversity and inclusion in its development, alumni relations and communication activities. We will respect and encourage different voices, perspectives and ideas as we strive to represent individuals of all backgrounds and cultures which includes but are not limited to the following: nationality, ethnicity, race, gender, sexuality, spirituality, age and ability who represent our alumni, donors and friends of the University of Illinois.