



## **Director of Development, Georgia State University Perimeter College**

### **Description**

Perimeter College is part of Georgia State University, a diverse, multi-campus urban research university in metropolitan Atlanta. The college is the major provider of associate degrees and student transfer opportunities in Georgia providing a gateway to higher levels of study, easing students' entry into another college.

More than 21,000 students from 150 countries are enrolled in Perimeter College. Through the college, Georgia State serves the largest number of dual enrollment, international, online, transfer and first-time freshman students in the University System of Georgia. The college also offers more than 30 areas of concentration, including nursing, dental hygiene, and radiologic technology in which students are prepared for immediate careers.

While Atlanta is integral to Georgia State's educational experience, Atlanta's quality of life helps Georgia State attract top-notch faculty, staff, and administrators by contributing to the economies of Atlanta and the South. With more than 190,000 alumni worldwide, Georgia State's commitment to student success and is a vital part of the vibrant arts and entertainment community of downtown. Atlanta is where the city life meets campus life.

### **Job Description**

The position is responsible for planning and implementing fund raising activities associated with University-wide priorities. The position is directly responsible for identifying major gifts prospects; developing and executing long and short-term strategies in the cultivation and solicitation of these prospects and working collaboratively with a team in the solicitation of corporate and foundation gifts. The Director will manage a pool of approximately 150 prospects and spend at least 70% of their time in meetings with these prospects.

### **Responsibilities**

- Cultivate, solicit, and steward prospects (both individual and Corporate/Foundation) at the \$25,000 or greater level. Coordinate with department chairs and faculty to develop proposals to the private sector. Complete 15 or more face to face visits per month.
- Manage a portfolio of 150+ prospects and donors annually. Work to continuously add prospects to the Perimeter College major gift pipeline.
- Work with Perimeter College Scholarship Team to insure all qualified scholarships are awarded and donors stewarded.
- Assist with events such as stewardship programs and departmental alumni functions.
- Work with development personnel to produce database reports that support the fundraising activities of Perimeter College.
- Develop long and short-term priorities and funding plans with Senior Director of Development, AVP, VP and other members of the University leadership.
- Manage the GPC/DeKalb College Retiree Association which includes meeting/event logistics, newsletter development and implementing all Perimeter College retiree fundraising plans.

**Qualifications**

Bachelor's degree and two years of experience in face-to-face solicitation of gifts of \$25,000 or more; or a combination of education and related experience.

**Preferred Hiring Qualifications:**

- Three or more years' experience in major gift funding.
- Demonstrated success at raising funds by developing and implementing cultivation and solicitation plans.
- Experience in building public and/or private partnerships.
- Proven experience in the full spectrum of development including gift policies, solicitations, stewardship, and donor recognition.
- Strong negotiation and closing skills.
- Knowledge of software applications, such as Blackbaud Raiser's Edge and Queries
- Ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Excellent organizational, interpersonal, and presentation skills.
- Ability to recruit, train, and work effectively with volunteers.

**College/Business Unit:** Development

**Department:** Development, Perimeter College

**Location:** Atlanta Campus

**Shift:** 8:30 AM - 5:15 PM | Monday - Friday

**Salary :** Commensurate with experience and education

**Pay Grade:** 3-2

**FLSA Status:** Exempt

**Job Type:** Full Time (Benefits Eligible)

**Job Posting:** 10/16/18, 6:09:11 PM

**Closing Date:** 10/29/18, 11:59:00 PM

**Special Instructions:**

*To be fully considered for this position all candidates at the time of submission must provide the following documents:*

- *A complete and accurate GSU application*
- *Resume*
- *Cover Letter*

**Disclaimer:** This job requisition provides a high-level job definition. It is not intended to provide a comprehensive or exclusive list of job duties. As such, job duties and/or responsibilities within the context of this job requisition may change at the discretion the employee's direct supervisor.

Please note, Georgia State University's career board updates daily and requisitions are subject to be removed without prior notice or before the posting expires.

Georgia State University is an Equal Opportunity Employer and does not discriminate against applicants due to race, ethnicity, gender, veteran status, or on the basis of disability or any other federal, state or local protected class.

*Georgia State University is an enterprising public research university in Atlanta and is a national leader in graduating students from diverse backgrounds. The university provides its world-class faculty and more than 50,000 students with unsurpassed connections to the opportunities available in one of the 21<sup>ST</sup>-century's great global cities.*

*Georgia State offers a challenging academic environment that emphasizes research and practical experience across the curriculum and has more than 50 nationally and internationally ranked programs.*

*While Atlanta is integral to Georgia State's educational experience, Atlanta's quality of life helps Georgia State attract top-notch faculty, staff, and administrators by contributing to the economies of Atlanta and the South. With more than 190,000 alumni worldwide, Georgia State's commitment to student success and is a vital part of the vibrant arts and entertainment community of downtown Atlanta is where the city life meets campus life.*