

## **Director of Development – Vincennes, IN Full-Time**

The Vincennes University Foundation is seeking a highly energetic and engaging individual with a passion for higher education to serve as a lead officer in the cultivation, solicitation, and stewardship of individual, corporate, and/or foundation donors. With an entrepreneurial spirit, a successful candidate will be a frontline fundraiser who is self-motivated and driven by results. This position is essential in the continuous development of donor-centric philanthropy.

### Primary Function and Responsibilities

- Qualify and develop VU Foundation relationships with individual, corporate or foundation prospects with high giving capacities
- Participate in all stages of the gift cycle including:
- Developing a mature portfolio of prospective donors
- Initiating contact with potential donors
- Advance prospective donors to solicitation and closure in a timely manner
- Maintain a stewardship program for donors with sensitivity to their needs
- Articulate the priorities, goals, and accomplishments of a complex institution with stakeholders and prospects in a sincere and compelling manner
- Advance affinity giving with VU alumni and “friends”
- Handle sensitive and confidential information with discretion and uphold the highest standards of fundraising ethics, the donor bill of rights, and the policies and procedures of the Vincennes University Foundation
- Align initiatives and opportunities to support the goals and meet the key performance indicators of the University’s Strategic Plan
- Collaborate with the Executive Director of the VUF to prepare briefings, gift agreements, and other correspondence for prospective donors
- Maintain an active understanding of University programming and collaborate with colleagues as required
- Participate in the planning of giving/campaign-cultivating events
- Represent Vincennes University at events across the state
- Complete other duties as assigned by the Executive Director

The successful candidate will have/be:

- Bachelor’s degree required, master’s preferred.
- Minimum of five years of experience in a commercial or non-profit role that required client relationship development, business relationship development, agreement closure, and client service.
- Fundraising, especially in higher education, preferred.
- Travel and evenings/weekends as necessary.

- Base of operations negotiable with scheduled meetings at the Foundation Office on the Vincennes Campus

**Benefits:**

The candidate will be eligible for all benefits available to a full-time employee of Vincennes University. More information can be found by visiting the Benefits page of the VU website: <http://vinu.edu/human-resources>

**How to Apply:**

Interested applicants should submit a VU Application, cover letter, and resume with a minimum of three references, and transcripts to Human Resources by email: [jobs@vinu.edu](mailto:jobs@vinu.edu) or mail to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Please note the selected candidate may be required to submit to a criminal history background check. Vincennes University is an Equal Opportunity and Affirmative Action Employer