Position Summary: The Director of Development is a senior member of the Advancement team and report to the Associate Vice President for Advancement and the Dean of Architecture and Planning. The Director is responsible for working closely with the Dean assigned, members of the university administration as well as faculty to identify, cultivate and secure outright, planned and annual gifts from individuals matching donor intent with University initiatives.

Essential Responsibilities Include: Build, grow, and manage a portfolio of major gift prospects based on new and past donors at the $100,000+ level. Develop prospect strategies, cultivate and solicit prospects through personal visits and written communication; exceeding an annual goal of at least 125 face-to-face unique donor visits. Development (in conjunction with the Associate Vice President) of an annual work plan with goals for number of prospects, number of major gift and annual solicitations and number of prospect visits sufficient to meet established fundraising targets. Train and successfully guide academic partners through the major gift prospect development process; supporting them in building lasting and productive donor relationships. Prepare proposals, solicitation letters and other development materials for prospects and donors. Coordinate with Central annual fund colleagues to manage direct mail fundraising solicitation to the prospective School alumni. Partner with central colleagues in planned giving, donor relations, corporate and foundation relations and alumni relations to build and support the development program for the School. Work collaboratively and strategically with other fundraising professionals and campus leaders. Identify, engage, train, manage and support volunteer leaders. Effectively steward major gift prospects in ways that are personal and meaningful to them. Serve as the primary staff for the Board of Advisors, planning and organizing two or more meetings/dinners annually. Strategically plan and implement special events to attract, engage and steward donor prospects. Maintain a working and growing knowledge of the School’s profession and the impact of the various School’s disciplines on society.

Minimum Qualifications: A Bachelor’s Degree is required and at least 8 years of professional experience with 5 of those in major gift fundraising, including personal solicitations with a documented record of productivity.

Experience in building a School of Architecture program will be viewed as advantageous. The Director must be a highly energetic professional with a track record of building relationships and closing gifts above $50,000. The successful candidate will possess the ability to work in an environment that puts a strong emphasis on metrics and success as well as the capability to work independently and as part of a team. He/she will have a demonstrated ability to take initiative and be a self-starter; manage projects; determine priorities and maintain a high degree of professionalism and confidentiality. Excellent interpersonal and oral skills and demonstrated effective writing skills will be required as will strong organizational and analytical skills and the ability to manage multiple projects.

Candidates meeting the above requirements must be able to travel; work occasional evenings and weekend hours. In order for the CUA office of University Advancement to achieve excellence and an inclusive work environment, while advancing Catholic University development and alumni relations we must value, respect, welcome, and recognize each individual’s uniqueness.

Complete proficiency in Microsoft Office, including Word, Excel, PowerPoint and Outlook; familiarity with Millennium (alumni and donor database software) preferred but not necessary. Excellent proofreading and editing skills; strong interpersonal, written and verbal communication skills are essential; ability to prioritize work and general office procedures.

Possession of current and valid U.S. driver’s license appropriate to the type of university vehicle and an acceptable Motor Vehicle Driving Record (MVR) as stipulated in the Vehicle Guidelines and Procedures Manual administered through the office of Environmental Health and Safety. Annual clearance of MVR check through the Office of Environmental Health and Safety. Ability to work independently, under deadlines, without close supervision; self-direction in the initiation, coordination and completion of tasks; acute attention to detail. Excellent relationship-building and volunteer engagement skills; ability to work effectively with internal and external constituencies, including individuals of significant influence and affluence.
How to apply: forward cover letter with salary expectations and resume to: CUARecruitment@cua.edu. Reference the position of interest: Director of Development/School of Architecture and Planning in subject line of email. Note: There are separate openings per school. These positions are open until filled.

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