VACANCY

at

RUST COLLEGE - HOLLY SPRINGS, MISSISSIPPI 38635

Applications are invited for consideration for appointment to the following position:

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Development Manager</th>
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<tr>
<td>DEPARTMENT:</td>
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<td>DATE TO BE FILLED:</td>
<td>Immediately</td>
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<tr>
<td>RANK OR POSITION AND SALARY RANGE:</td>
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Development manager duties and responsibilities:

GENERAL SUMMARY/OVERVIEW STATEMENT:

Job Description Summary

The position will be responsible for identification, cultivation, solicitation and stewardship of an assigned portfolio of major gift donors and gift prospects.

The position will also be responsible for developing and implementing solicitation strategies aimed at building and developing relationships with new and existing donors to achieve goals specific to the portfolio. This position requires travel nationally to cultivate and solicit major gifts and will collaborate with university faculty and staff to identify fundraising priorities, to meet the goals of the university strategic vision and mission.

Essential Duties

- Develop, implement and evaluate strategic plans for securing major ($25k+) gifts with the focus on but not limited to scholarships, unrestricted support and foundation priorities.

- Utilize comprehensive prospect management and research system to assist in implementation of strategic plans and other actions.

- Manage an assigned donor portfolio of 100-125 constituents including, alumni, friends, companies and charitable foundations. This includes: Initiating contacts with potential leadership and major gift donors; Develop appropriate cultivation strategies, including working with volunteers, campus partners and other development officers; Moving potential donors in an appropriate and timely fashion toward solicitation and closure; stewarding donors.

- Work collaboratively with college deans and foundation board. Offer prospect strategy counsel to the Executive Director of Development and Alumni. Be a resource for development and alumni staff.

- Job requires extensive overnight travel nationally and weekend commitments.
• Develop overall objective for major donor stewardship with Stewardship Coordinator.

• Demonstrate support of the Foundation’s mission and beliefs.

• Management
  o Plan, allocate and manage resources provided for development professionals including their expense budget primarily for travel.
  o Facilitate an environment that encourages staff to perform effectively and efficiently and provide guidance as needed to set workload priorities.
  o Serve as primary contact for fundraising communications and oversee the staff requests

• Other reasonable duties as assigned.

Requirements:

• Three to five years or more in major gift, planned gift, leadership development or similar comparable professional experience that would lend to transferable skills.

• Strong analytical skills

• High level of integrity, dependability and sound judgment

• Exceptional organizational skills and ability to manage multiple tasks and meet deadlines

• Ability to lead and motivate volunteers

• Strong interpersonal skills with a collaborative approach to building teams and fostering a best place to work culture

• Excellent communication skills Strong technology skills

• Willingness and ability to travel frequently

• Must be proficient with Microsoft Office products.

• Valid driver’s license with good driving record required.

Preferred Qualifications:

• Master’s degree or strong background in a higher education environment from an institutionally-related foundation setting

• Certified Fundraising Executive (CFRE) certification or similar professional certification designation

• Minimum Qualifications
• Education:
  • Bachelor’s degree required.

Essential Skills and Abilities:
• Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
  o Efficiently operate a personal computer and associated software (Outlook, Word, Excel, Raiser’s Edge etc.)
  o Maintain files accurately, in paper and in software programs
  o Maintain records and prepare reports
  o Handle multiple tasks simultaneously
  o Plan, prioritize and meet deadlines
• Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
  o Interact in an effective and appropriate manner with diverse populations, internal staff, University community and the public
  o Work cooperatively and effectively with others to resolve problems and make decisions that enhance organizational effectiveness.
  o Maintain confidentiality of records and information
  o Display excellent judgment and decision making
  o Follow through on projects with little supervision
  o Identify problems and provide solutions
• Excellent oral and written communication skills
• Prompt and reliable attendance.
• Demonstrated support of the Foundation’s mission and beliefs

QUALIFICATIONS: The applicant must have a Bachelor’s degree. The applicant must have strong interpersonal, written, and oral communication skills. The applicant must also have good computer skills (knowledge of PowerPoint software is a plus). Additionally, the applicant must have the ability to transport, lift, and carry bulky Work related materials to remote sites while working alone. The applicant must possess a valid driver’s license.
SPECIAL INFORMATION: The Federal Government requires that every individual hired since May 31, 1987 complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

Persons interested in the above position should submit a resume along with a letter of interest to:
Corey Buchanan, HR Director
Rust College
150 Rust Avenue
Holly Springs, MS 38635
careers@rustcollege.edu

CLOSING DATE FOR RECEIPT OF APPLICATION: POSTING DATE:
Open until a qualified applicant is found March 5, 2021

Rust College is an equal opportunity afirmative action employer.