Alumni Relations and Development at Northwestern University is dedicated to advancing the mission of Northwestern University as a premier research and teaching institution. Guided by the University’s strategic priorities, we nurture lifelong, mutually beneficial relationships with alumni, parents, friends, and organizations that result in volunteer engagement and philanthropic support. We seek to employ a diverse range of people who understand the importance of our mission and vision. When you consider a career at Northwestern University, you know that you are joining an institution with a deep history of academic, professional and personal excellence.

Job Summary:
The Director of Development is a senior fundraising position with management responsibilities. This position designs and implements innovative programs to identify prospective major &/or principal gift donors. This position devises and executes plans to qualify, cultivate, steward and solicit donors. The director oversees the tracking & management of staff to ensure an emerging prospect pool. This position builds and adapts programs to a point of sustainability. This position collaborates with various teams (e.g. NULC, Reunions, Schools/Units) as well as deans and/or faculty and interfaces with campus leadership to develop philanthropic and fundraising strategies and prepares for prospect meetings and solicitations.

Please Note: Frequent travel is required.

Specific Responsibilities:

Strategic Planning:

- Creates & leads a coordinated program of fundraising activities designed to increase the number and level of major &/or principal gifts donors.
- Develops & executes strategies to involve campus leaders, alumni, friends, & volunteers to identify and cultivate new individual, corporate, institutional &/or foundation prospects.

Collaboration:

- Reviews & proposes strategic alliances, joint ventures & key collaborations with department and other University partners to identify opportunities to integrate University strategic plan goals.
- Oversees and coaches team members regarding department collaborations. Key partnerships include Annual Giving, Major Gifts, and Schools/Programs.

Prospects and Gifts:
• Manages staff, provides leadership, determines & evaluates individual goals, develops & implements training & mentoring, & assigns & monitors coverage of primary areas of focus ensuring that goals & objectives are attained.
• Works closely with the Bienen School Dean to identify and solicit high-profile, &/or extremely complex major gifts of $100,000+ prospects annually.
• Oversees continuous research, development & up-to-date knowledge on prospects & works with other areas to coordinate contacts.
• Requires travel throughout the region or country.

Events:
• Oversees development and management of events and programs designed to expand constituent and participation.
• Reviews and approves event plans and summaries ensuring that overall goals and objectives are attained.
• Works directly with high-level volunteers and donors to ensure that event objectives are met.

Administration:
• Oversees administration of school development operations.
• Ensures compliance with prospect management guidelines for tracking & maintenance of contact & progress reporting.
• Coordinates appointments and prepares materials used by the Bienen School Dean, other senior management, Board & volunteers for meetings, visits, events or phone calls made to high-profile prospects.
• Oversees administrative support management to ensure effective team success and daily operations.

Budget:
• Strategically manages a department budget ensuring to minimize expenses while maximizing return.

Supervisory:
• Supervises 2 or more staff.
• Provides training to staff within or outside of immediate department or division in regard to function.
• Leads, coaches and evaluates performance of direct reports.

Miscellaneous:
• Performs other duties as assigned.

Minimum Qualifications:
• Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree; OR appropriate combination of education and experience.
• 8 years of development, marketing, sales or the equivalent experience is required.
• Required competencies include team leadership; analytical thinking, complex problem solving and planning; global/organizational perspective; ability to work in fast-paced environment; and comfortable with change and associated ambiguity.

Preferred Qualifications:
• Ideal candidate will have a demonstrated knowledge, work experience, and genuine appreciation for music/music performance. Experience in positions of increasing responsibility in academic fundraising at a college or university with a comprehensive development program; comprehensive campaign experience at a multi-faceted institution is a plus.
• Preference for candidates with strong financial literacy.
Demonstrated leadership ability to develop strategic plans, implement programs, organize, initiate, and motivate.

- Strong management skills and ability to lead a team of individuals towards a common goal.
- Sound organizational ability, a high degree of energy creativity and initiative; the ability to project the unique aims and values of Northwestern to its donors and alumni.
- Proven success in gift closure at the six-and seven-figure level.
- Excellent communications skills, coupled with strong writing and presentation skills, as well as the ability to present before a group.
- Ability to work collaboratively with colleagues in a team environment.
- Discretion and an ability to interact with high-level donors.
- Comfort with personal computers and software programs.

Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes including veterans and individuals with disabilities.

As per Northwestern University policy, this position requires a criminal background check. Successful applicants will need to submit to a criminal background check prior to employment.