



Development Officer – College of Education Development & Foundation

Impact & Responsibilities: Primary duties for Assistant Director of Development: Plans, directs and implements annually identified activities relevant to fundraising priorities and needs for the College of Education (COE) and University Advancement; coordinates external relations, special programs and events that support the fundraising work plan; develops and implements new fundraising, recognition and stewardship programs as appropriate; makes individual contacts with alumni, friends and organizations to solicit funding support for college and university priorities; and represents the College and UNI Foundation in a wide range of professional settings and to a wide range of professional constituents. *Additional duties required for Associate Director of Development and Director of Development positions.*

A defined career path exists. Based on experience, the successful candidate will be hired into one of three levels of professional opportunity: **Assistant Director of Development, Associate Director of Development, or Director of Development** and will have the opportunity to progress through the career path by achieving defined performance objectives once employed. Pay grade and salary will be determined based on the level hired into.

Requirements: Bachelor's degree; a combination of at least one year of successfully demonstrated fundraising/non-profit development experience working directly with donors, or functioning as a key member of a fundraising/sales team, or similar significant direct client contact experience in sales and marketing required for Assistant Director of Development. *Additional experience required for Associate Director of Development and Director of Development positions.*

Frequent overnight travel will be necessary.

Preferred: Non-profit development experience; excellent oral and written communication skills; demonstrated commitment to educational excellence; creativity, self-motivation and the ability to build rapport quickly and effectively with alumni and friends.

UNI actively seeks to enhance diversity and is an Equal Opportunity/Affirmative Action employer. The University encourages applications from persons of color, women, individuals living with disabilities, and veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, ethnicity, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran or military status, or any other basis protected by federal and/or state law.

The University offers an excellent benefits package including a vacation plan, employer sponsored retirement plans, health and dental insurance, and life and disability insurance. Benefits package details can be viewed at uni.edu/jobs/why. Application materials received by June 14th will be given first consideration. For more information or to apply, visit <http://jobs.uni.edu>. Criminal and other relevant background checks required. UNI is a tobacco free campus.