

**Director of Development – College of Applied Studies**

The Wichita State University Foundation and Alumni Engagement (WSUFAE) is looking to hire a talented, self-motivated individual as an Director of Development with our fundraising team. This position will work toward promoting gifts to benefit the College of Applied Studies. This individual will be responsible for the identification, cultivation, solicitation, and stewardship of prospective and present donors to Wichita State University.

With more than 45 staff working in direct fundraising, accounting and gift records, research, communications, donor relations, and support roles, the WSU Foundation is the premier fundraising operation in the region. This fiscal year the WSUFAE raised more than $53 million and we are gearing up for our next campaign. This is an exciting time at WSU with the expansion of both programs and facilities.

The ideal candidate could have experience in sales, entering sales into a CRM, and/or having monthly/yearly sales goals to meet.

**The job duties for this position include:**

* Leads fundraising through outright major gifts, pledges, or deferred gift instruments in coordination with position metrics. Position Metrics include in-person visits, meaningful contacts, proposals, planned gifts, and dollars raised.
* Collaborates with other development staff on joint cultivation and Stewardship efforts.
* Communicates and is a liaison between assigned college(s)/departments and WSUFAE by coordinating prospect identification, cultivation, solicitation, and stewardship with the college dean(s).
* Engages with donors, alumni, and friends through appropriate communication channels with frequent in-person visits with them.
* Represents WSUFAE by attending appropriate University and WSUFAE events and functions to include after work hour events.
* Works with prospect development in the identification and the research of potential donors and the development of prospect information.
* Develops and manages an annual budget for fundraising activities and professional development. Develops annual goals and objectives in conjunction with college dean(s).
* Maintains computer and paper files as necessary.
* Provides backup support for other office staff when appropriate.
* Performs any other duties as assigned.

**Minimum requirements for the position include:**

* Bachelor’s degree from accredited institution required
* Three years development of Major Gifts ($50,000 or more) experience in higher education or equivalent experience
* Must be willing to travel with occasional weekend and evening duties
* Must have and maintain valid driver’s license and insurance
* Project professional image at all times
* Commitment to the WSUFAE core values of Integrity, Excellence, Collaboration and Service

**Skills Required**

* Excellent organizational, interpersonal, oral, and written communication skills
* Highly motivated and ability to work effectively independently and as part of a team
* Maintain confidentiality of information, records, and materials

**Physical Requirements**

* Frequent and sudden movements from sitting, standing, bending, reaching, and walking
* Frequent standing or sitting for prolonged periods
* Frequent exposure to large crowds, loud noises, and/or bright and/or flashing lights
* Frequent intra- and inter-state travel by car and plane
* Frequent travel requiring two or more days overnight stays
* Frequent lifting up to 20 pounds
* Occasional lifting up to 50 pounds when traveling
* Occasional exposure to outdoors and hot and inclement weather

**Preferred requirements:**

* Graduate degree from accredited institution
* Experience in fundraising within a higher education setting
* Experience managing budgets
* Knowledge of Wichita State University and a commitment to higher education

The WSUFAE offers outstanding benefits including medical/dental/vision (100% premium paid for employee/50% for dependents), term life insurance, tuition reimbursement, 8.5% company matching on retirement accounts after one year, and more.

The WSUFAE believes in the power of education. Since 1965, we have worked to connect the students, faculty, and staff of Wichita State University with the resources they need to transform their communities. Our dedicated staff includes members of the development, annual fund, finance, support, and student teams. We have accomplished big goals in the last few years and don't plan to slow down anytime soon.

**Commitment to Inclusion and Belonging**

Our organization is committed to providing opportunities for all employees to succeed by creating an inclusive environment that amplifies the diverse backgrounds and experiences of our team members.

With a mission built on our core values of integrity, collaboration, excellence, and service, we strive to be an inclusive and equitable work environment. Managers are expected to model this behavior by clearly setting expectations and directly addressing non-inclusive behavior. In our pursuit to build and maintain a high-performing team, it is every individual’s responsibility to contribute to our culture of belonging.

Advancing the mission and vision of Wichita State University takes a strong team, and it is our core values that unite and empower us to reach our goals together. Collectively, we are passionate about education and opening doors to new opportunities by working together to “elevate, celebrate and advance Wichita State University through engagement and philanthropy.”

In compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973 and the ADA Amendments Act of 2008, the Wichita State Foundation and Alumni Engagement will provide reasonable accommodation to applicants with a disability in completing the application form or in the interview process. Please notify the Human Resources Office at (316) 978-3815 or email katie.link@wichita.edu in advance so necessary arrangements can be made.

**To Apply:**

Please fill out an application, submit your resume and a cover letter explaining your interests in, and qualifications for, the position by clicking [here](https://www.ejobapp-validityscreening.com/applicant/companies/28586/accounts/41001/positions/150318/apply).

**WSUFAE is an EOE employer**