Palmer College of Chiropractic is hiring for The Director of Development. Applicants MUST apply using our website: [www.palmer.edu](http://www.palmer.edu/) /about-us/jobs/

The Director of Development provides results-driven leadership to increase immediate and long-term support of Palmer College; creates and executes comprehensive, multi-year strategic major gift donor and planned giving donor portfolio plans; and manages a dedicated major gift and planned giving donor portfolio strategies that will result in increased alumni connection, participation in financial support of the College, new student referrals, and promotion of the College.

**ORGANIZATIONAL RELATIONSHIPS**

The Director of Development reports to the Vice Chancellor for Advancement and has a support responsibility to all other departments and college personnel as necessary.

The Director of Development supervises Administrative Assistants and other personnel as assigned.

The Director of Development closely collaborates with Advancement staff as well as other appropriate college-wide partners; and assigned vendors and consultants.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

The Director of Development will:

  Work closely with the Vice Chancellor for Advancement and senior leadership to develop a yearly fundraising plan, goals, and metrics for success;

  Articulate Palmer’s vision, mission, goals and core values in the cultivation and nurture of positive relationships with individual potential and existing donor stakeholders that will help donors accomplish their philanthropic goals and ambitions through a deep relationship with Palmer College;

  Create and execute individualized fundraising plans that utilize best practices in major and planned giving including; identifying, cultivating, soliciting and stewarding major donors and planned giving donors;

  Build and actively manage a dynamic portfolio of 100150 assigned prospects and donors, with a focus on those with potential for giving $5,000 or more;

  Conduct an average of 1015 planned strategic donor/prospect visits per month;

  Communicate Advancement related activities via contact reports and participate in prospect management meetings;

  Manage all aspects of assigned departmental personnel;

  Maintain current professional and technical knowledge;

  Maintain institutional compliance regulations;

  Perform all responsibilities in a manner that fully complies with Palmer’s Equal Employment Opportunity/Affirmative Action policy; and

  Perform other duties as assigned.

Qualifications

**EDUCATION AND EXPERIENCE**

Bachelor’s degree. Master’s degree preferred. Five years of successful fundraising-related experience in higher education, healthcare or another non-profit environment. An equivalent combination of education, training and experience may be considered.

**KNOWLEDGE, SKILLS, AND ABILITIES**

  Understanding and commitment to achieving the College’s mission and goals;

  Demonstrated understanding of higher education alumni and advancement programs, specifically as related to fundraising and alumni engagement;

  Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the college, alumni, other constituents and the public;

  Knowledge of fundraising techniques, moves management strategies and principles of organization and management;

  Experience using constituent relationship management (CRM) software or system;

  Strong interpersonal skills and ability to communicate, both orally and in writing, with all levels of constituents;

  Ability to:



o   Represent the College professionally with integrity, character and professional drive;

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o   Treat confidential information with the highest ethical and professional standards;



o   Delegate, prioritize and perform duties with time pressures and frequent interruptions;

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o   Maintain concentration for significant periods of time with attention to detail and follow through in a fast-paced environment;

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o   Work independently and autonomously;

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o   Analyze and resolve difficult and crisis problems, applying effective discretion and judgment in a variety of situations;

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o   Maintain high level of diplomacy and discretion with constituents;

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o   Effectively supervise, train and develop assigned staff members;

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o   Utilize general office equipment, personal computer and various software packages, and other necessary equipment; and



o   Frequent travel required with varied work hours, including evenings and weekends.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**