

West Chester University Foundation
Director of Development

The West Chester University Foundation engages donors and other partners to drive student success. We secure funding that helps West Chester University students achieve more.

The West Chester University Foundation is currently looking for a **Director of Development** to join its dedicated, dynamic and collaborative Development team! This opportunity, **whose focus will be working with the West Chester University College of Business and Public Management**, is ideal for an individual who is experienced and comfortable working with the business community. The **Director of Development** is responsible for overseeing key aspects of the Foundation's major gift fundraising program including the qualification, cultivation, solicitation, and stewardship of major gift prospects. The Director of Development participates in the identification process in conjunction with the Research Department.

More about the WCU Foundation can be found at www.wcufoundation.org

Essential Job Functions:

- Manage a portfolio to move donors through all phases of fundraising.
- Responsible for a yearly fundraising goal.
- Responsible for a regular monthly schedule of personal solicitations with major donors.
- Records contact reports and other moves management data in Blackbaud NXT database.
- Works closely with University Leadership in one assigned area to cultivate and solicit major gifts.
- Other duties as assigned.

Job Requirements/Qualifications:

- Bachelor's degree.
- Minimum three (3) years development experience with a minimum of one (1) year of personal solicitation of individual or corporate donors.
- Possess expertise in philanthropic trends and best practices.
- Demonstrate an understanding of and commitment to WCU Foundation's mission.
- Effective oral and written communication skills.
- Ability to establish priorities, handle overlapping timelines, and meet deadlines effectively and efficiently.
- Ability to thrive in a fast-paced, dynamic team environment.
- Ability to discern critical information that leads to sound decision-making.
- Demonstrate flexibility, resourcefulness, and ability to adapt quickly in real time.
- Consistently maintain a professional and positive attitude.
- Must exhibit the highest standards of integrity and ethical conduct.
- Adept at meeting and developing a rapport with people.
- Demonstrated ability to empower others, manage change and foster teamwork.
- Adept at handling sensitive and confidential information.
- Willingness to travel and work outside traditional hours.

We are proud to offer a competitive salary (\$65,000 - \$75,000) commensurate with experience and ability and includes full benefit package such as paid time off, medical, dental and life insurance, and employer contribution to retirement plan. For details on available benefits, please refer to the Benefits Summary on our website www.wcufoundation.org/employment. No relocation assistance is available for this position.

Applicants must submit a **letter of interest highlighting relevant professional accomplishments, a current resume, three references, and salary requirements.**

Please apply by sending requested documents to hr@wcufoundation.org. Review of applications will begin immediately and will continue until the position is filled.

West Chester University Foundation is an Equal Opportunity Employer. Applicants for positions are considered without regard to race, creed, color, country of origin, sex, age, citizenship, disability, sexual orientation or any other protected characteristics established by law.