

ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

S I H A S I N

POSITION DESCRIPTION

POSITION: Director of Institutional Development
POSITION NUMBER: 0381.2
PAY GRADE: E-8
FLSA STATUS: Exempt
DEPARTMENT: Institutional Development
REPORTS TO: Vice President of Operations

JOB PURPOSE:

The Director of Institutional Development is the chief development officer of the University and provides leadership for securing the public and private support essential to fulfill the Navajo Technical University's mission. The Director of Institutional Development is responsible for the management of all innovation centers, fund-raising, marketing, endowment, and community relations endeavors; and actively collaborates with the President, the University's senior leadership, and the Board of Regents to define and implement an overarching advancement strategy. Develops a high performance advancement program and pervasive philanthropic culture that will provide critical support for its strategic goals. In accomplishing these goals, the Vice President develops and maintains relationships with alumni, donors, potential donors, and the community at large. The Director of Institutional Development reports to the Vice President of Operations.

This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.

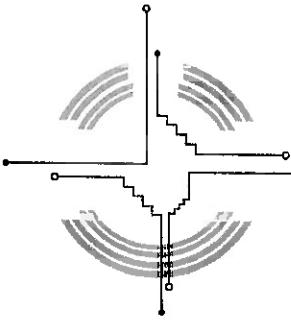
JOB DUTIES & RESPONSIBILITIES:

- Initiates, evaluates and works the campaign plan, capitalize on key areas like scholarships, capacity-building, athletics and the annual fund, develop and engage the donors, and mobilize volunteers, trustees, alumni, and campus constituents to make the campaign a success.
- Models and executes successful principal and major gift fund raising, both through supporting University leadership and board members and through the management of donors.
- Recruits, retains, and mentors volunteers, as well as to ensure that other University leaders are given the tools, support, and training they need to expand the University's reach into the major gift pool and help build the pipeline of support.
- Hosts regular staff meetings to ensure communication among personnel regarding departmental activities.

- Oversees the supervision of staff, including work allocation, scheduling, training, and problem resolution.
- Increases staff effectiveness by recruiting, hiring, selecting, orienting, training, coaching, counseling, evaluation and disciplining, and terminating personnel appropriately; communicates values, strategies, and objectives.
- Obtains, develops and maintains necessary personnel, training, and equipment to achieve financial, operational, and compliance expectations.
- Builds sustainable major and principal gift program that will persist long after the campaign has successfully concluded.
- Engages alumni effectively in a broad spectrum of activities that will support the University's strategic goals.
- Develops athletic fundraising as it initiates new athletic programs.
- Works with alumni volunteers and staff to implement a creative and contemporary approach to alumni engagement and to increase participation.
- Cultivates and supporting board engagement.
- Provide leadership for and oversee the Department of Institutional Development, including: Development, Annual Fund, Alumni Affairs, Annual Giving, Major Gifts, and Gift Planning.
- Serves as a liaison between the University and its stakeholders including alumni, donors, potential donors and friends of the University, corporations and foundations, and tribal, federal and state officials.
- Collaborates with the President and Board of Regents to design and implement fundraising initiatives and strategies.
- Works closely with the Institutional advancement Committee of the Board of Regents in overseeing advancement goals and achievements.
- Maintains a portfolio of \$100,000+ prospects through identification, cultivation, solicitation, and stewardship.
- Provides direction and support for the President's fund-raising activities, including strategic planning on travel, prospect cultivation and solicitation, briefings, and follow up support.
- Works with senior leadership, faculty, alumni, and regents to create methods to clearly articulate the University's programs, strengths, and funding priorities to the community, alumni, donors and donor prospects.
- Produces annual budget, income and activity projections for Institutional Advancement and administer the operating budget.
- Spearheads and manages campaign strategies and implementation.
- Travel frequently for alumni events and cultivation, solicitation, and stewardship of major prospects and donors
- Serve as a member of the President's Cabinet.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Administration, Education, Finance, Marketing, Computer Science, MIS or related field.
- Five years of experience in increasingly responsible fundraising and management positions.
- Five years in supervisory or management capacity.



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- Valid state driver's license
- Must be able to pass background check, with NO prior convictions of any felonies and no history of child abuse and/or neglect.

PREFERRED QUALIFICATIONS/REQUIREMENTS:

- Master's Degree.

The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge and understanding of financial, legal, and income tax implications of charitable giving
- Knowledge of public relations and technical writing techniques.
- Knowledge of fundraising principles, methods, and techniques.
- Knowledge of organizational structure, workflow, and operating procedures.
- Knowledge of managerial and statistical analysis techniques and reporting procedures.
- Expertise and knowledge of best practices including use of metrics in campaign and advancement execution
- Knowledge and awareness of the Navajo Nation and its people.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, presentation software (such as PowerPoint), and PC-based computerized accounting software.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Highly developed sense of propriety in dealing with sensitive and confidential information, related to alumni and donors as well as employees and colleagues.
- Strategic planning and visioning skills
- Strong written and oral communication skills, including public speaking experience
- Exceptional technology skills and knowledge of software applications important to advancement work and understanding of financial applications
- Ability, insight, and judgement to recruit and retain talented, high performance staff
- Ability to mentor and develop advancement skills and leadership in others
- Ability to maintain confidentiality.
- Ability to create and present effective financial reports, speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.

- Ability to be persuasive and tactful in controversial situations.
- Ability to manage a number of priorities simultaneously.
- Ability to interpret applicable federal, state, tribal, county, and local laws, regulations, and requirements.
- Ability to ensure user compliance with the requirements of the contracts and grants.
- Ability to communicate effectively in the Navajo and English language.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee frequently sits, stands, walks, bends, stoops, and squats.
- Use hands for dexterity of motion, repetitive movement of both hands.
- Have normal auditory, visual acuity, and verbal communication skills.
- The employee must occasionally lift and carry up to 25 pounds.

WORK ENVIRONMENT

- Work is typically performed within an office or interior environment with normal noise levels.
- Travel will be required.
- Tight time constraints and multiple demands are common.
- Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.