

Southwestern University

Assistant/Associate/Director of Development – President’s Council*

Southwestern University seeks candidates for a fundraising position in the Development department for the President’s Council. *The title of the position (Assistant Director, Associate Director, Director of Development, President’s Council) depends on the experience, education and overall background of the candidate. We are seeking experienced, effective fundraisers who understand the importance of building relationships with volunteers, board members, corporate representatives, and current and prospective donors, and who are comfortable in soliciting gifts from those individuals. The position is a full time, benefited position that reports to the Senior Director of Development, Planned Giving.

Responsibilities include, but are not limited to: Work independently and in collaboration with volunteers and board members; build relationships with current and prospective donors with a capacity to support the philanthropic priorities and mission of Southwestern University; work with divisional leadership to develop, expand and refine case for philanthropic support and overall philanthropic goals and priorities; meet or exceed annual goals for gifts and pledges and build a pipeline of donors and prospects for future membership in the President’s Council; meet or exceed annual goals for face-to-face meetings, virtual and/or telephone meetings with current or potential President’s Council members; support the preparation for Southwestern’s comprehensive campaign, and perform other duties as assigned.

Qualifications: Bachelor’s degree; one or more years of proven track record securing philanthropic or equivalent experience (the Associate Director and Director level positions require three or more years of experience); strong leadership and time management skills with the ability to effectively and simultaneously manage many diverse relationships; the ability to control and move forward on several priorities simultaneously, without losing focus on the objectives of the University; excellent communication skills, both oral and written; strategic thinking coupled with a solid understanding of what constitutes well-written development documents essential; an ability to function as a catalyst, guide, and doer, and not as a power broker; must possess a high level of self-confidence, professionalism, and the ability to perform under pressure; possess integrity and the ability to build trust through one’s own commitment to high personal and professional standards. Regular Travel, both local and overnight, required. Resilience and a good sense of humor are essential. Three+ years of experience in development or other fundraising capacity is preferred.

Southwestern University offers competitive salary and benefits including health, dental, life, long term disability, retirement, 15-paid holidays, vacation, sick leave, tuition assistance, access to athletic facilities, free parking and discounted meal rates. Salary is negotiable between \$42,000 to \$75,000 annually. Southwestern University is a selective, undergraduate institution committed to a broad-based liberal arts, sciences, and fine arts education. Southwestern University is deeply committed to fostering a diverse educational environment and especially encourages applications from members of groups traditionally under-represented in academia. For information concerning the University, visit our Web site at www.southwestern.edu.

To apply: The University will only accept application materials through Interfolio at apply.interfolio.com/94658. Interested persons must submit a letter of interest, resume, the names and contact information of three professional references and salary expectation. Email and paper applications will not be accepted. Only completed applications will be reviewed by the Search Committee. The Committee will review all completed applications until the position is filled and plans to move quickly through the search process. Interested individuals are strongly encouraged to submit application materials as quickly as possible. All offers of employment are contingent on successful completion of the University’s Background Check Policy process. [EOE/M/F](#)