



## Manager of Development Job Posting

**POSITION:**

Manager of Development

**DEPARTMENT:**

Office of Advancement

**REPORTS TO:**

Chief Advancement Officer

**CLASSIFICATION:**

Salaried; Non-exempt, Full-time

**Job Summary:**

The Manager of Development will be an innovative development professional responsible for cultivating, soliciting, and securing individual gifts to Spalding University as part of the Office of Advancement team. This position will report directly to the Chief Advancement Officer. As a member of the Advancement team, this person will work to meet the University's short and long-term fundraising goals.

**Duties and Responsibilities:**

1. Develop both long- and short-term strategic fund raising and constituent relations plans for major individual gifts
2. Work with the development staff to identify and plan the cultivation of donors to make a minimum of 4 face-to-face visits to individual/corporate/foundation gift donors and/or prospect per week.
3. Provide the CAO with appropriate plans of action, implementation, evaluation, and progress reports with regard to these individual gift solicitation and constituent relations plans
4. Solicit support from the University from individuals in pursuit of current annual, capital, and strategic initiative objectives.

**Qualifications:**

1. Baccalaureate degree required; or equivalent experience
2. Successful development experience required, with a proven track record of cultivating and securing gifts and pledges
3. Manage relationships with approximately 75 to 100 prospective donors and will be expected to identify, qualify, cultivate, solicit and steward these very important alumnae and friends of the college.
4. Demonstrated ability to work well with diverse constituent groups, both within and outside the University
5. Superb written and oral communication skills



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6. A commitment to full and visible participation in the formal and informal life of the campus community
7. Monitors all prospect contacts to ensure positive and purposeful prospect and donor relations.
8. Works collaboratively and strategically with the other fundraising professionals, faculty, and other campus leaders.
9. A working style characterized by high energy, patience, compassion, optimism, absolute integrity, excellent listening skills, a strong commitment to collegiality and transparency, and a sense of humor.

### **CONTACT:**

To apply, please electronically submit your resume along with a letter of interest to:  
Yolanda Peterson  
Human Resources Coordinator  
[ypeterson@spalding.edu](mailto:ypeterson@spalding.edu)

### **ABOUT SPALDING UNIVERSITY:**

Nestled in the midst of Kentucky's largest city, historic Spalding University combines a rich history and a commitment to community service as we attract students who desire a high quality education in a very personalized setting. An engaged faculty serves nearly 2500 students at the bachelors', masters and doctoral levels, providing quality, real-world learning in liberal and professional studies.

Faculty, staff and students are united by the institutional mission:

***Spalding University is a diverse community of learners dedicated to meeting the needs of the times in the tradition of the Sisters of Charity of Nazareth through quality undergraduate and graduate liberal and professional studies, grounded in spiritual values, with emphasis on service and the promotion of peace and justice.***

With a focus on community service and leadership, Spalding offers all students a mission-driven connection to community and comprehensive learning resources while striking a distinctive balance serving the educational needs of both the traditional student and the working adult. In addition, our unique 6-week session delivery format affords students needed scheduling flexibility amidst other life responsibilities.

Spalding University is an Equal Employment Opportunity/Affirmative Action employer. The University complies with all federal, state and local equal employment opportunity laws. It is the University's policy not to discriminate against any individual or group of individuals and to provide equal employment opportunity to all qualified persons regardless of race, color, national origin, age, disability, religion, sex, pregnancy, sexual orientation, gender identity, marital status, military status, veteran status or other protected status. All job offers are contingent upon successful completion of a pre-employment drug screening as well as a criminal background check.