

JOB INFORMATION

Job Code	OA24
Job Description Title	Asst Dir, Development
Pay Grade	UA09
Range Minimum	\$72,570
33rd %	\$91,920
Range Midpoint	\$101,600
67th %	\$111,270
Range Maximum	\$130,620
Exemption Status	Exempt
Approved Date:	11/17/2025 4:09:22 PM

JOB FAMILY AND FUNCTION

Job Family:	University Advancement
Job Function:	Major & Principal Gifts

JOB SUMMARY

The Assistant Director, Development supports the planning and execution of fundraising strategies within a unit or department. This role typically manages a small team of two or more development staff and works under the guidance of a Senior Director or higher-level leader. The Assistant Director contributes to donor cultivation, solicitation, and stewardship efforts while also assisting in campaign planning and team coordination.

RESPONSIBILITIES

- Leads and supervises a small team of development professionals in a college or unit, providing day-to-day supervision, guidance, and support for gift solicitation. Tracks team progress toward fundraising goals and provides regular updates to senior leadership.
- Assists in the development and implementation of fundraising strategies aligned with unit goals and institutional priorities.
- Maintains a personal portfolio of prospects with a personal goal of \$4 million, and participates in donor cultivation, solicitations, and stewardship of activities.
- Collaborates with development leadership to coordinate campaign initiatives and donor engagement strategies.
- Guides staff for the preparation of proposals, presentations, and marketing materials for fundraising efforts.
- Participates in the identification and resolution of operations or strategic challenges within the development unit.
- Represents the unit at donor events and university functions, requiring occasional travel and non-traditional hours.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	with no specific discipline.	and	7 years of	Experience in fundraising, marketing, sales, or public relations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Internal Revenue Service (IRS) gift regulations, fundraising techniques and strategies, and accounting and budgeting principles and practices.

Ability to plan and implement fundraising programs and marketing strategies.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.

