Where others see challenge, we see opportunity. The UGA Division of Development and Alumni Relations is committed to creating a culture of philanthropy at the University of Georgia. Our campaign is centered around removing barriers for students, enhancing the learning environment, and solving the grand challenges of our world.

To achieve this goal we are seeking team members who are humble, hungry, and smart. These aren’t just employees, these are Bulldogs – professionals who tackle their duties with the utmost pride and determination. Passion and purpose are at the heart of all that we do.
The Constituent Based Director is responsible for raising funds to enable the College of Family and Consumer Sciences (FACS) to fulfill its mission and implement its programs and initiatives. This is accomplished by the Constituent Based Director working closely with the Dean of Family and Consumer Sciences to develop fundraising priorities, create a development plan, implement the plan, and secure gifts.

The University Development Office sets four objectives for Constituent Based Directors: number of annual visits, number of gift proposals, unit fundraising goal and personal fundraising goal. Each of these are discussed with the director and customized for their specific unit. In addition, each director is required to attend monthly development meetings and an individual strategy meeting with the Senior Director of Development for Constituent Programs.
About the College

College of Family and Consumer Sciences

The College of Family and Consumer Sciences (FACS) has nearly 100 faculty and lecturers, 300 employees, numerous volunteers and alumni supporting 1,400 undergraduates and 200 graduate students in four departments and one institute. Our mission is to advance the well-being of individuals and families over their life span and strengthen communities through the generation and dissemination of knowledge, education of professionals, and provision of research-based programs. In FACS we are studying the sciences and applying the principles of business and design in the context of everyday living. Students choose to study in our college to prepare for careers in medicine and healthcare, foods and nutrition, law and policy, counseling and therapy, education, fashion and interior design, youth development, healthy relationships and family dynamics, and much more. The college is poised to celebrate FACS100, a century of programs at UGA since the first class of 12 women enrolled in our degree programs in 1918. This centennial year will provide an exciting backdrop for engaging the 20,000 living alumni through the college’s signature events at a pivotal time during the Commit to Georgia campaign.

External Relations

Along with the dean and college leadership, the members of the external relations team advance the goals, objectives and priorities of the college, resulting in public and private financial support through deliberate engagement with alumni, stakeholders, and donors, timely communication of FACS’s strategic messages to internal and external audiences. This team includes the Director of Development and Alumni Relations, the Director of Alumni Relations, and the Annual Fund and Development Coordinator, along with the personnel responsible for the college’s communications, web and social media, student center and an administrative assistant to support event logistics.

www.fcs.uga.edu
POSITION RESPONSIBILITIES

• Manage a portfolio of major giving prospects for the College of Family and Consumer Sciences focusing on soliciting major gifts, presenting proposals, and making an annually established goal of face-to-face visits with donors and prospects monthly. The purpose of the visits is to cultivate, solicit, and steward prospects and donors for current and deferred gifts of $25,000+ to benefit the College of Family and Consumer Sciences.

• This requires 2–3 days out of the office each week including some overnight travel in and out-of-state and occasional weekend work. Telephone and/or correspondence preparation and follow-up necessary. Prepare timely, accurate, and relevant proposals, presentations, and other fundraising materials for cultivation, solicitation, and stewardship.

• Supervise annual giving and alumni relation professionals in the College.

• Enter contact reports after each visit. Reports are to be thorough and filed in a timely manner. Complete necessary follow-up after each visit. Send thank you notes and any information requested by the donors/prospects.

• Serve as the liaison between the College of Family and Consumer Sciences and University Development ensuring all UGA policies and procedures are followed by the college. Attend division and development staff meetings and monthly strategy meetings with the Senior Director of Development for Constituent Based Programs, as well as External Relations meetings at the College of Family and Consumer Sciences.

• Work collaboratively with all offices of the Development and Alumni Relations division including financial services, gift and estate planning, regional program, etc., and development colleagues located in schools, colleges, and units across campus.

PHYSICAL DEMANDS

• Ability to travel in and out of state

• Ability to work in a standard office environment

• Must have flexibility to work some nights and weekends
QUALIFICATIONS

Minimum
• Bachelor’s degree required
• Minimum of five years or more of successful fundraising or related experience with a proven ability to cultivate and solicit major gifts. Significant experience developing fundraising strategies while providing leadership and direction for implementation of a comprehensive development plan.

Preferred
• Knowledge of Blackbaud CRM software system

KNOWLEDGE, SKILLS, ABILITIES, AND COMPETENCIES

• Excellent written and verbal communication skills
• Ability to be a self-starter, take initiative, and work independently
• Strong organization skills, ability to work effectively with diverse groups of alumni, faculty, prospects, donors, and colleagues throughout the university
• Candidates must be able to travel in and out of state as well as have flexibility to work some nights and weekends
• Word processing, database management, and email skills required

SALARY
Salary for this position is negotiable based on qualifications and experience.
APPLICATION DETAILS

To see full posting and to apply, visit:

www.ugajobsearch.com

Posting number: 20171029

Position is open until filled. Inquiries or referrals may be directed to Andrew Crain, Talent Acquisition Specialist: acrain@uga.edu

Diversity is our commitment. Applications from minority candidates are welcomed.

The University of Georgia is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.
Chartered by the Georgia General Assembly on January 27, 1785, the University of Georgia is America’s first state-chartered university and the birthplace of the American system of public higher education. The comprehensive land-and-sea-grant institution is ranked 18th among the nation’s best public universities by U.S. News & World Report. UGA attracts some of the most academically talented students in the nation. Recognized as a leader among public universities in the numbers of major scholarships earned by students, UGA has produced nine Rhodes Scholars, five Gates Cambridge Scholars, six Marshall Scholars, 13 Truman Scholars and 13 Udall Scholars since 1996. In the past four years, 49 students were offered Fulbright Scholarships making UGA one of the nation’s top Fulbright producers of its kind. UGA’s 2016–2017 enrollment totals more than 36,000 including over 27,000 undergraduates and 8,500 graduate and professional students. There are 125 foreign countries represented among the 1,184 undergraduate and 1,442 graduate and professional non-US citizens. Twenty-six percent of the undergraduate enrollment is minority.

The University is composed of 17 schools and colleges: Agricultural and Environmental Sciences, Arts and Sciences, Business, Ecology, Education, Engineering, Environment and Design, Family and Consumer Sciences, Forestry and Natural Resources, Graduate School, Journalism and Mass Communication, Law, Pharmacy, Public Health, Public and International Affairs, Social Work and Veterinary Medicine. UGA is also home to the Augusta University and the University of Georgia Medical Partnership. UGA has a nationally competitive intercollegiate athletic program. A member of the NCAA Division I Southeastern Conference, the University fields 9 men’s and 12 women’s varsity sports. The Bulldogs have won 42 national championships, including 30 since 1999.

For additional information, please visit: http://dar.uga.edu.