

Job Description

Title:	Director of Development, College of Arts & Sciences		
Manager:	Associate Vice President of Development, Academic Units		
Job Class:	Full time, Salary-Exempt		
Location:	Hybrid	Travel:	50%

Mission

Create lasting impact.

Values

Drive – We move with purpose.

Accountability – We meant it and we own it.

Commitment – We show up fully.

Collaboration – We earn trust every day.

Position Summary

The Director of Development for the College of Arts & Sciences is responsible for building meaningful philanthropic partnerships that advance the mission and strategic priorities of the College of Arts & Sciences and the University of South Dakota. Reporting to the Associate Vice President of Development, this role serves as the lead fundraising partner for the College of Arts & Sciences and works collaboratively with University of South Dakota Foundation & Alumni Association (USDFAA), university leadership, faculty, alumni, donors, and campus partners to secure major gifts and strengthen alumni and donor engagement.

This position manages a portfolio of major gift prospects and donors, develops and executes strategic fundraising plans, and supports the College for long-term philanthropic growth. This position plays an important role in helping USDFAA to fulfill its mission to create lasting impact through philanthropy and engagement.

Essential Duties and Responsibilities

- Secure philanthropic support for the University of South Dakota, with primary emphasis on advancing the priorities & strategic initiatives of the College of Arts & Sciences.
- Develop and execute strategies to identify, cultivate, solicit, and steward donors in support of the College of Arts & Sciences and university priorities.
- Conduct meaningful donor visits and engagement opportunities focused on relationship-building and philanthropic outcomes.
- Manage and grow a portfolio of major gift prospects and donors capable of making major gift (\$50K+) investments to advance the College of Arts & Sciences.
- Manage and maintain the Foundation's relationship with the College Dean, program chairs, and other campus partners, as necessary.
- Partner with faculty and campus leadership to identify funding priorities and develop compelling cases for support.
- Collaborate across the Development team, Advancement Strategy & Donor Relations, Alumni Engagement & Strategic Communications, and other university partners to strengthen donor experiences and fundraising outcomes.
- Draft and customize correspondence, proposals, and other written materials for assigned prospects and donors.
- Assist in the development of materials to communicate college development priorities.
- Maintain accurate and timely documentation of donor strategy, activity, and engagement within the CRM system.
- Develop annual fundraising goals, activity metrics, and strategic plans aligned with organizational priorities.
- Demonstrate consistent progress in donor qualification, cultivation, solicitation, and stewardship activity.
- Support alumni and constituent engagement opportunities that strengthen relationships between the college, alumni, donors, and friends of the university.
- Represent the Foundation & Alumni Association and the College of Arts & Sciences at university, alumni, donor, and community events.
- Represent the Foundation as an ex-officio member of the Dean's Advisory Council for the College of Arts & Sciences.
- Provide support for major USDFAA events and initiatives
- Other duties assigned.

Qualifications

- Bachelor's degree required.
- Minimum of 2 years of professional experience in fundraising, development, sales, relationship management, or a related field preferred.
- Demonstrated ability to build and steward relationships toward desired outcomes, communicate effectively, and work collaboratively with a wide range of constituents.
- Strong organizational and interpersonal skills with the ability to manage multiple priorities and projects.
- Self-motivated, goal-oriented, and comfortable working both independently and collaboratively.
- Commitment to confidentiality, professionalism, and donor-centric service.
- Demonstrated alignment with the values of Drive, Accountability, Commitment, & Collaboration.
- Ability and willingness to travel (regionally & nationally) and work occasional evenings or weekends as needed.
- Valid driver's license and safe driving record.
- Combination of work experience and education may satisfy requirements,

Preferred Qualifications

- Experience in higher education, nonprofit fundraising, or donor engagement.
- Experience managing donor portfolios and securing major gifts.
- Familiarity with fundraising databases and constituent relationship management systems.
- Understanding of philanthropy, alumni relations, and advancement operations.

Physical Requirements

Position requires sitting, standing, bending, reaching, and some lifting. Requires manual dexterity enough to operate standard office machines such as computers, telephones, and other office and clerical equipment. A normal range of hearing and vision is required.