

## **Job Description**

Development and Alumni Relations at the University of Nevada, Reno seeks an experienced Assistant/Associate Director of Development to join the development team in The College of Business. The assistant/associate director of development will work directly with the Foundation Executive Director of Development, Dean of Business, Business Director of Development, business faculty, and Development and Alumni Relations to manage relationships and secure support from donors. The successful candidate will solicit gifts, provide stewardship, produce development proposals and work with the university alumni association to engage alumni and friends.

Salary/level is competitive and commensurate with education and experience. The University lists this position as a Grade B or C.

\*Assistant Director of Development, \$48,000-\$54,000

\*Associate Director of Development, \$55,000-\$65,000

Regional and national travel is dependent upon the donor portfolio and can range from 25 to 40% of an Assistant or Associate Director of Development's time. Evening and weekend work is required.

The College of Business at the University of Nevada, Reno has seen significant growth over the last 5 years. With over 3,000 undergraduate and almost 500 graduate students, the College is a leader in producing graduates for a diversifying regional and national economy. The college's mission includes outreach and economic development which is accomplished through strong research productivity from outstanding faculty. Additional outreach occurs through the Nevada Small Business Development Center, the Ozmen Center for Entrepreneurship, and the Conference Services Group. The new assistant/associate director of development will be expected to work in support across all parts of the college's mission – academic, outreach and community engagement, and economic development.

The University of Nevada, Reno is a national Tier 1 university as ranked by U.S. News and World Report. The Development and Alumni Relations Division is in the silent phase of a five year comprehensive campaign. The University is a vibrant institution with a student population of 21,353 as of fall 2016. A NCAA Division 1 institution, Nevada is a proud member of the Mountain West Conference. The scenic campus, in sight of the Sierra Nevada mountains, is located 45 minutes from Lake Tahoe and four hours from San Francisco and the Napa-Sonoma wine country. The Reno/Tahoe area is a recreational paradise, close to world-class skiing and snowboarding, kayaking, hiking and bicycling. Residents enjoy the economic advantage of no state income tax. Reno is home to an emerging technology sector, with a vibrant arts and restaurant scene.

To learn more about why The College of Business and the University of Nevada, Reno is a great place to work, visit: <http://www.unr.edu/business>.

Because of the sensitivity of the information and data, the individual must adhere strictly to the highest professional ethics, confidentiality, discretion and judgment. This position offers the opportunity to work independently in an evolving and changing fundraising environment and combines a high level of initiative, creativity, and collaboration and widespread public interaction.

The University of Nevada, Reno recognizes that diversity promotes excellence in education and research. We are an inclusive and engaged community and recognize the added value that students, faculty, and staff from different backgrounds bring to the educational experience.

## **Required Qualifications**

Assistant Director, Development – Bachelor’s Degree from an accredited institution and two years or a Master’s Degree and one year of related professional experience

Associate Director, Development – Bachelor’s Degree from an accredited institution and four years or a Master’s Degree and two year of related professional experience

### **Preferred Qualifications**

Proven track record of effectively cultivating and soliciting major gifts (\$10,000+) from individuals and institutional donors

Experience working with corporations and foundations to secure support for teaching, research, and programmatic priorities, including scholarships as well as capital and infrastructure projects

Experience/familiarity with capital campaigns, planned giving, proposal writing, annual giving, special events and alumni relations activities

Familiarity with higher education organizational structures, operations and policies

Experience with managing budgets and other elements of fiscal management, including accounting/finance practices and procedures

Proven experience and demonstrated ability to partner with a strong and active Advisory Board and other key administrative and volunteer leaders

Experience reporting to public and private sector organizations and university, State and/or Federal agencies

Experience managing/supervising staff either as direct reports or on a project basis

### **To apply visit:**

**<https://www.unrsearch.com/postings/25145>**

### **Contact Information**

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