



Position Number: D94262

Job Title: Director of Development for Sustainability Initiatives

Department: Institute for Sustainable Solutions

FTE: 1.0 benefits eligible

Job Type: Administrative

Posted Date: April 29, 2011

Position Summary

The Institute for Sustainable Solutions (ISS) at Portland State University (PSU) seeks to appoint a Director of Development for Sustainability Initiatives who will be the university's chief development officer for the \$50 million university-wide sustainability effort. The Director will be responsible for identifying, cultivating, soliciting and securing new and ongoing gifts from individuals, corporations, and foundations to support the University's sustainability initiatives. The Director will also provide guidance to members of the University community relating to the identification of funding opportunities and gift solicitation strategies. The director will work closely with the Office of University Development, academic units, the Office of Research and Strategic Partnerships, and the Office of Government Affairs. The position will report to both the Assistant Vice President for Major Gifts and the Director of the Institute for Sustainable Solutions. In addition to being a member of the university-wide development team, the Director will be a core member of the Institute's senior team.

Responsibilities

- Carry a portfolio -- engaging in the solicitation of gifts and using moves management of prospects and donors to maximize giving to Portland State.
- Oversee solicitation plans and processes including proposal writing, compliance and stewardship.
- Provide leadership in identifying and implementing strategies to increase gifts from individuals, corporations and foundations for PSU's sustainability initiatives.
- Manage multiple projects and duties simultaneously, while paying careful attention to detail.
- Identify and qualify new corporate and foundation prospects through research, networking and visits.
- Write, edit, or assist ISS faculty, fellows and staff and other members of the University community in developing proposals for individual, corporate, and foundation support for these initiatives
- Coordinate the regular reporting on progress of fundraising for sustainability initiatives
- Participate in planning and executing fundraising and stewardship events including site visits.
- Represent Portland State at university and community events and professional association information sessions.
- Work collaboratively with members of the University community, including deans, constituent development officers, and other administrative officers to

identify prospects, solicit gifts, and steward donors for the University's sustainability initiatives

Required Qualifications

- Bachelor's degree
- A minimum of four years of relevant fundraising experience including proven success in securing six-figure gifts and grants
- The ability to manage and assume primary responsibility for developing and implementing a major gifts fundraising strategy
- The ability to set and achieve or exceed fundraising goals
- Excellent analytical, computer, and written and verbal communication skills
- Demonstrated experience in writing proposals and stewardship reports for donors
- A strong track record in managing multiple tasks in a deadline-oriented environment
- Evidence of successful performance in a highly collaborative, team-oriented organization
- Proven ability to grasp complex subjects; meet project deadlines; and build productive professional relationships
- Strong affinity for the mission of higher education, sustainability, and collaboration
- Able to travel and work evenings and weekends
- Successful completion of a background check

Preferred Qualifications

- An advanced degree and CFRE certification.
- Preference will be given to candidates with fundraising experience in higher education, particularly a large, public university, or a comparably complex organization.
- Experience with sustainability-related initiatives.
- Existing and established relationships with donors.

Compensation

The starting annual salary rate for this position will be dependent upon qualifications and experience. The total compensation includes an excellent benefits package including fully paid healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or dependant at any of the Oregon University System schools.

To Apply

Please submit a letter of application addressing your vision of the role and your plans for how to meet the job expectations outlined above along with a résumé, salary history, and contact information for three professional references to the following address:

Search Committee
Institute for Sustainable Solutions
Portland State University
P.O. Box 751-SUST
Portland, OR 97207-0751
sustainability@pdx.edu

Materials may be submitted electronically at sustainability@pdx.edu.

Review of applications will begin immediately and the position will remain open until finalists are identified (for at least 30 days).

For more information, visit the ISS website at <http://www.pdx.edu/sustainability>.

Portland State University is an Affirmative Action, Equal Opportunity institution committed to the development of an inclusive, global community. PSU welcomes applications from diverse candidates and candidates who support diversity.