Director of Development
South Dakota School of Mines and Technology Foundation

ABOUT THE UNIVERSITY:
Established in 1885, the South Dakota School of Mines & Technology is a science and engineering research university located in Rapid City, South Dakota. The SD Mines is a public university offering bachelor's, master's, and doctoral degrees in engineering and science. Known for our academic rigor, we maintain a 14:1 student-to-faculty ratio. Our students benefit from immersive learning experiences including undergraduate research, co-ops/internships, and numerous nationally competitive engineering teams. Our graduates have a 98% placement rate and an average starting salary of $65,600. Our research programs are concentrated in four areas: energy and environment; materials and manufacturing; STEM education; and underground science. The SD Mines is a growing university that enrolls 2,800 students from 45 states and 40 countries.

Rapid City is in the Rushmore region of South Dakota. The state's second largest city (with an urban population of 70,812 and metropolitan population of 141,431) is nestled at the foot of the beautiful Black Hills. Mount Rushmore, the Badlands National Park and Crazy Horse Memorial are all within an hour of the University. Rapid City enjoys a relatively mild climate and offers year-round recreational opportunities, including, hiking, bicycling, skiing, snowboarding, fishing, and hunting. For more information about SD Mines and Rapid City, visit: www.sdsmt.edu and http://visitrapidcity.com/.

ABOUT THE FOUNDATION:
The Foundation works in close concert with the university and other affiliated support organizations to engage external constituents to achieve the institution’s vision and priorities.

The Foundation was organized in 1954 as an independent, 501(c)(3) corporation for the sole benefit of South Dakota School of Mines & Technology through securing, investing, and managing private gifts to the university. In the last thirty years, the Foundation has helped to raise more than $100 million dollars that has been invested in SD Mines programs, projects and growing endowments. The last campaign was concluded in July, 2012 after raising over $53M. The Foundation has a staff of approximately 10 professional and support personnel and a $1.5 million annual budget. The Foundation office is in Rapid City, South Dakota.

The SD Mines Foundation is committed to recruiting and retaining a diverse workforce and offers an excellent comprehensive benefits package including paid medical and life insurance for our employees, as well as medical, and dental coverage for spouses and dependents; retirement plans; paid holidays; and a generous vacation allowance.

Individuals interested in this position must apply by sending a cover letter, resume and list of 3 references to foundationjobs@sdsmt.edu. Review of applications will begin April 1, 2016, and will continue until the position is filled. Applicants should apply by April 1 to receive the fullest consideration. Employment is contingent upon completion of a satisfactory background investigation.

The SD Mines Foundation does not discriminate on the basis of race, color, national origin, military status, gender, religion, age, sexual orientation, political preference or disability in employment or the provision of service.
OPPORTUNITY SUMMARY:
Under the direction of the President of the Foundation, the Director of Development actively identifies, cultivates, solicits and stewards a portfolio of prospects, including alumni parents and friends of the University. The Director of Development will work with University faculty and staff as needed to engage prospects and to develop and implement cultivation and solicitation plans.

Strong candidates will have a minimum of six years of development experience, preferably in higher education. Significant experience in qualifying prospects and making personal solicitations is required. The Director of Development will be active with a range of constituents, and will seek to secure funding at different levels in accordance to where the prospects and donors stand within the cultivation continuum. The successful candidate will be skilled in development, highly customized strategies of prospect and donor engagement, and will craft written proposals and collateral materials.

Salary is competitive and commensurate with experience.

SUMMARY OF RESPONSIBILITIES
Essential Functions, Major Duties, and/or Accountabilities:
• Manage an assigned portfolio of donors and prospects, identify and qualify prospects, engage and cultivate current and prospective donors, directly solicit donors for major and other gifts, and steward donors.
• Work with staff to draft, secure approval, and execute development gift agreements, gift acceptance letters, funding proposals, or other presentations associated with development.
• Identify and research potential funding sources and opportunities.
• Represent the Foundation and University at key development and alumni events and fundraising or donor engagement opportunities.
• Maintain excellent records, per Foundation standards, on donor prospects, including pertinent information on individuals and organizations and their interest in and ability to support the school’s initiatives and programs. Promptly record development goals, contacts, and progress made with each prospective donor per Foundation procedures.
• Work collaboratively with foundation staff across campus to achieve the goals of the foundation and university.
• Travels to various functions around the country.

Special Requirements of the Position:
• Ability to freely navigate the entire Rapid City campus and attend local and national meetings and events.
• Must have personal transportation or means to travel to meetings at other sites related to the nature of this position.
• Valid Driver’s License

Qualifications:
Strong candidates will have a minimum of six years of development experience, preferably in higher education. Significant experience in qualifying prospects and making personal solicitations is required. Additionally, candidates will be expected to have:
• Knowledge of and significant direct experience with fund raising procedures, techniques, and the ability to apply this knowledge in personal fund raising.
• Demonstrated ability to work with business, philanthropic, and community leaders.
• The ability to plan effective development strategies for donors.
• Knowledge of gift planning strategies.
• Exceptional written and oral communication skills.
• Exceptional interpersonal skills.
• Knowledge of academic operations, governance, and culture.
• Ability to think conceptually, globally, and understand the comprehensive operation of an institution of higher education.
• Effective problem solving and decision-making skills.
• Strong aptitude with standard office productivity software, which must include MS Office programs.
• Strong knowledge of effective web-based search engines and search strategies.
• Ability to effectively manage records and databases.
• Ability to work effectively with a wide range of constituencies in a diverse community and a strong strategic planner and critical thinker; exceptionally collaborative and team-focused; possess a professional outlook and keen sense of accountability for their efforts; and be highly energetic, focused, and outcomes-oriented.