

Job Title:**Director of Development and Communications****Job Description:**

The Director of Development and Communications is responsible for fostering a culture of philanthropy within CHSU assuring that the University's institutional culture, systems and procedures support fund development. The position will develop and maintain a donor base, maintain accountability and compliance standards for donors and funding sources, ensure compliance with all relevant regulations and laws, and provide leadership and management for specialized fundraising activities such as student organizations, research grants, and sponsorships for college and university wide programs.

The Director of Development and Communications will also develop and execute comprehensive communications strategies to support the University's mission, prepare communications for the university's key audiences, and coordinate work of internal communications and outside consultants.

Reports to:**Vice President, Marketing and Communications****Classification:****Full-Time****Essential Duties:**

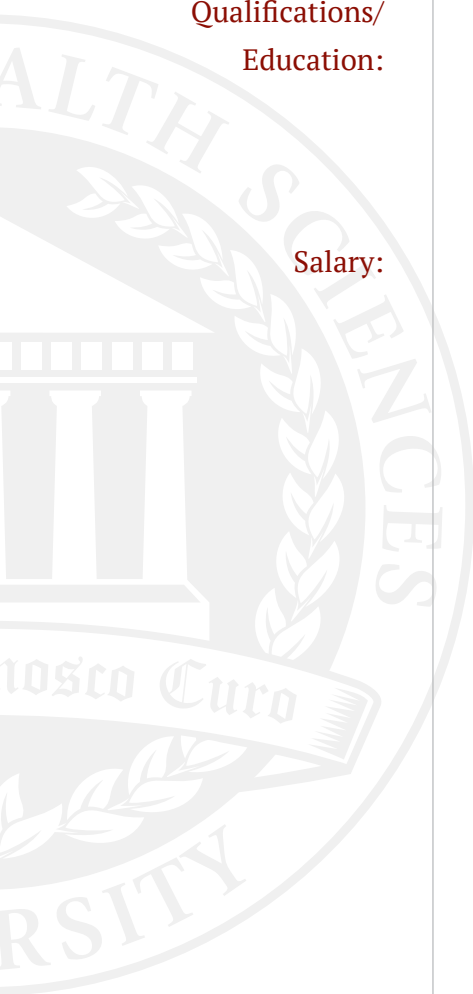
- Develop and execute CHSU's annual fundraising plan.
- Secure financial support for the University through the development of ongoing relationships with major donors and a large base of annual individual donors.
- Manage the implementation of fundraising systems including data entry and gift processing.
- Organize and successfully execute special events.
- Develop and track proposals and reports for all foundation and corporate fundraising.
- Draft and maintain strategic communications including, public relations, media relations, marketing and recruitment plans for the University.
- Serve as a media spokesperson for the University.
- Manage communications projects from start to finish, and ensure timely delivery.
- Monitor media and Internet activity to determine what is being said about the University; conduct or commission opinion research as appropriate.
- Assist with the planning and management of development and communications expenditures to ensure that the budget is used efficiently and effectively.

**Qualifications/
Education:**

- Bachelor's degree preferred
- 3-7 years' experience in fundraising, public relations, media, or communications for higher education or a related field.
- Demonstrated excellence in organizational, managerial, and communication skills

Salary:

**Position offers competitive wage based on experience plus benefits.
An EEO Employer.**



Application Instructions

Interested candidates are to electronically submit a letter of interest, a detailed resume and the names, titles, addresses, and telephone numbers of at least (3) professional references who may be contacted. Please send a completed package electronically to Richele Kleiser, VP for Marketing & Communications at rkleiser@chsu.org and type **DIRECTOR OF DEVELOPMENT AND COMMUNICATIONS** in the subject field of the email.

*CHSU is an Equal Opportunity/Affirmative Action Employer.
Minorities, women, veterans, and persons with disabilities are encouraged to apply.*