

Job Title:**Director of Development****Reports to:****Vice President, Marketing and Communications****Job Description:**

The Director of Development 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.

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.
- Explore and coordinate Grant opportunities for fundraising.
- 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.
- Explore and execute formation of new non-profit foundation for university.
- Planning and management of development 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

Please send your resume, cover letter, and references package electronically to careers@chsu.org and type **DIRECTOR OF DEVELOPMENT** in the subject field of the email.