

FHSU FOUNDATION JOB DESCRIPTION

Employee Name: TBD

Position Title	Division	Reports to
Director of Development	Development	Assistant Vice President of Development
Employment Status	FLSA Status	Effective Date
☐ Temporary ☒ Full-Time ☐ Part-Time	☐ Non-Exempt/Hourly ☒ Exempt/Salaried	TBD

Notes: This position is a fully on-site role at the FHSU Robbins Center in Hays, KS. Significant travel required.

POSITION SUMMARY

The Director of Development is responsible for raising funds for the benefit of Fort Hays State University. This position will lead the qualification, cultivation, solicitation, and stewardship of major gift prospects, specifically for Fort Hays State University's College of Education and Tebo Library.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions of this role include, but are not limited to, the following:

- Accomplish outcomes in various areas (prospect research, qualification, cultivation, solicitation, and stewardship) for major gifts directed to FHSU's College of Education and Tebo Library.
- Work in collaboration with the Deans of FHSU's College of Education and Tebo Library to develop and implement a strategy, including ways to increase engagement of donors and prospects in the activities of the University. Define, outline, and establish fundraising priorities and strategies.
- Work closely with the Development Division to set priorities and devise strategies for prospects. Prepare written solicitation strategies for all prospects and report promptly on progress in executing those strategies.
- Develop and maintain a contact pool of prospects to be under active management in the assigned area. Ensure strong cultivation of all prospects leading to timely and effective solicitation, utilizing both current and planned gift opportunities to best meet donors' needs, philanthropic interests, and financial capabilities.
- Meet regularly with Foundation colleagues and University partners to discuss major donor prospects, strategy, and solicitation.
- Manage own donor/prospect file effectively, including ensuring complete and prompt recording of all major gift actions in the Foundation database to facilitate tracking and accountability.
- Attend the Foundation's annual Board of Trustees meeting in Hays and be prepared to present actions, goals, and objectives clearly and concisely.
- Coordinate all calls and/or solicitations with other team members when prospects are managed by fellow Directors of Development.
- Maintain and update all calendar events, projects, proposals, and mailings pertinent to this position.
- Review and manage the annual budget assigned to the position.
- Maintain confidentiality at the highest level, and under no circumstances share database and/or confidential information with the public.
- Frequent and extensive travel to cultivate and steward donor relationships and to represent the organization at events is required. Travel may include day trips, overnight stays, extended multi-day trips, and out-of-state or out-of-region travel, sometimes with limited notice. The role should anticipate evening, weekend, and occasional holiday travel to accommodate donor schedules and event calendars. Periods of intensive travel may be required during peak fundraising seasons or campaigns.
- Complete additional responsibilities as assigned by direct and indirect supervisors.

QUALIFICATIONS

- Bachelor's degree required.
- Three (3) years of fundraising experience with demonstrated success achieving measurable goals is preferred. Candidates with three (3) or more years of transferable professional experience in positions requiring measurable performance, relationship building, and strategic outreach will also be considered.
- Knowledge of educational fundraising processes and gift planning vehicles is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent written, verbal, interpersonal, and presentation communication skills, with the ability to develop and maintain effective working relationships with donors, alumni, trustees, University administrators, faculty, staff, volunteers, and community partners.
- Demonstrated ability to identify, cultivate, solicit, and steward major gift prospects through strategic relationship management.
- Strong organizational, project management, and time management skills, with the ability to manage multiple priorities, adapt to changing circumstances, and consistently meet deadlines.
- Demonstrated ability to work independently with minimal supervision while contributing effectively in a collaborative team environment.
- Ability to develop fundraising strategies, establish priorities, analyze donor interests and giving capacity, and recommend appropriate cultivation and solicitation plans.
- Strong analytical and problem-solving skills, with the ability to evaluate information, exercise sound judgment, and make informed decisions.
- Proficiency using constituent relationship management (CRM) software to maintain accurate donor records, document interactions, generate reports, and support prospect management activities.
- Proficiency with Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint, with the ability to prepare correspondence, proposals, reports, presentations, and solicitation materials.
- Excellent attention to detail with strong organizational, editing, and business writing skills.
- Ability to exercise discretion, maintain strict confidentiality, and handle sensitive donor and organizational information with professionalism and integrity.
- Ability to build trust and establish productive relationships with individuals from diverse backgrounds while representing the Foundation and University in a professional and positive manner.
- Ability to coordinate fundraising efforts with multiple internal stakeholders while effectively managing competing priorities and shared donor relationships.
- Demonstrated initiative, sound judgment, and the ability to follow projects through to completion with a high degree of accountability.
- Ability and willingness to travel frequently, including overnight, evening, weekend, and occasional holiday travel, to cultivate donor relationships, attend events, and represent the Foundation and University.
- Demonstrated commitment to advancing the mission of Fort Hays State University Foundation, Fort Hays State University, the College of Education, and Tebo Library through professional fundraising and donor engagement.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is frequently required to talk, hear, stand, sit, walk, use hands or fingers, handle or feel objects, and reach with hands and arms. The employee may occasionally be required to kneel, crouch, push, pull, or balance. The employee must be able to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, and the

ability to adjust focus. The noise level in the work environment may be moderate to loud at times. Employee must be able to, and be comfortable with, extensive and regular travel (by air and vehicle) to complete job duties.

A valid motor vehicle operator's license and acceptable driving record are required, as significant travel is necessary. All offers of employment and continued employment are contingent upon a satisfactory background check. The FHSU Foundation is an Equal Opportunity Employer, drug-free workplace, and complies with ADA regulations, as applicable.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.