

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

DIRECTOR OF DEVELOPMENT

POSITION OVERVIEW

This position reports directly to the Vice President for Institutional Advancement. The Director of Development is responsible for overseeing the development functions and personnel of Administrative Services, Annual Giving, and Major Gifts. In addition to these duties, the Director of Development will carry a portfolio of approximately 100 prospects and current donors. The Director of Development will secure major gifts and work with others on corporate, foundation and planned gifts that support MMA's mission. This is a full-time, benefits eligible Confidential staff position.

DUTIES

- Managerial and administrative oversight for the departments and personnel in Administrative Services and Annual Giving.
- Promote harmony and cooperation among staff members, discipline as and when necessary and ensure Academy policies and procedures are adhered to.
- Cultivation, solicitation and stewardship strategies for a prospect portfolio of approximately 100 gift prospects with the capacity to give \$10,000 or more.
- Attain annual goals, including 60 visits with prospective donors, and four (4) major gift solicitations, including at least one (1) solicitation of \$50,000 or more in year one
- Collaborate with the Vice President for Institutional Advancement on building and implementing a Corporate & Foundation fundraising program and a planned giving program.
- Work as appropriate with faculty and staff members, colleagues, and volunteers on major gift initiatives.
- Develop productive working relationships that engage and involve key volunteers at various stages of their relationship with the Academy.
- Support efforts for donor relations and special events efforts with Alumni Relations, Annual Giving, and Stewardship on special events that further the strategic priorities of Maine Maritime Academy.
- Support efforts of the College Relations team to promote Maine Maritime Academy.
- Devise strategies and implement moves management techniques through RaisersEdge to maximize fundraising productivity.
- Due to the expectation that this individual manage the staff in the department, except when traveling to solicit gifts, the expectation is that this individual will not work from home.
- The omission of specific duties does not preclude the assignment of other duties that are logically related to the position.

REQUIREMENTS

- Bachelor's degree with a minimum of seven years of experience in institutional advancement or fundraising with a demonstrated record of success.
- Prior managerial/supervisory experience.
- The Director of Development must be a results-oriented individual with demonstrated experience closing gifts and working effectively with a diverse group of donors and volunteers at various levels of engagement.
- Ability to innovate and think creatively about gift strategies, especially for gifts of \$25,000 and above.
- Willingness and ability to travel frequently to cultivate and solicit gifts.
- Familiarity with moves management, planned giving techniques, grant writing, annual giving, events, and stewardship.
- Proficiency with standard computer applications (Microsoft Office) including familiarity with RaisersEdge or similar fundraising software to ensure proposals, gifts and contact reports are captured is essential.

SKILLS

- Professional presentation, appearance and work ethic;
- This position requires an individual who understands person-to-person relationships and has the ability to articulate in a persuasive manner the vision and priorities of the Academy and match those to the interests of prospective donors;
- Exceptional planning, organizational, and ability to manage competing tasks;
- Ability to prioritize and to handle multiple projects simultaneously;
- Ability to work irregular / extended hours/weeks, including night and weekend duties as required;
- Possess strong written, oral and interpersonal skills to further relationships with donors, volunteers, faculty and staff, and peers;
- Knowledge of Windows Microsoft Office Suite;
- Ability to effectively supervise staff;
- Strong customer service skills.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS

- Participation and involvement in mandatory Division events is required, to include Homecoming in the autumn and Class Reunions in the spring/summer.
- Contacts include alumni, parents, students and various external and internal constituencies;
- Requires travel, work evenings and several weekends as necessary;
- May require travel onboard one of the Academy's many ships;
- Frequent use of keyboard and computer screen;
- Occasionally lift and move up to 30 pounds.
- Tobacco-free campus and ships