



FOUNDATION
COLORADO STATE UNIVERSITY

Associate Director of Development, College of Liberal Arts

Position Summary

Under the guidance of the Managing Director of Development, the Associate Director of Development's primary responsibility is to identify, cultivate, and solicit donors capable of making \$25,000+ gifts in support of the College of Liberal Arts. The Associate Director of Development (ADOD) will manage a portfolio of major gift prospects, and present comprehensive proposals that match the fundraising priorities of the College of Liberal Arts. Examples include but are not limited to: soliciting gifts to establish endowed scholarships and professorships, as well as naming opportunities for related buildings and research centers. The ADOD will work in a dynamic team environment, and work in collaboration with central development partners to ensure we maximize and celebrate the philanthropic support of our donors. The ADOD must be results-oriented with professional characteristics that include leadership, attention to detail, commitment to confidentiality, flexibility, team-orientation, and commitment to cultivating long-term relationships. This person will infuse diversity, and inclusion into all aspects of their role to contribute to inclusive excellence and to ensure colleagues and donors of all backgrounds feel represented and included.

Position Information

- **Position Title:** Associate Director of Development College of Liberal Arts
- **Organization Name:** Colorado State University Foundation
- **Reports To:** Managing Director of Development, College of Liberal Arts
- **Employment Type:** Full-time
- **FLSA Status:** Exempt
- **Location:** Fort Collins
- **Salary Range:** 75,000-90,000k
- **Priority Consideration Date:** 6/28/26

Organizational Overview

Within CSU, the Division of University Advancement is integral to achieving and sustaining the University's institutional excellence through fundraising and engagement efforts. Our purpose is to connect our alumni, friends, corporations, and foundations to raise the financial support necessary to advance the University's mission and vision. With one of the leading development teams in the country, the Division most recently reached its \$1 billion fundraising campaign goal 19 months

ahead of schedule. The College of Liberal Arts is a community of arts, humanities, and social science scholars who study the cultural, social, environmental, and historical context in which we live, and examine what it means to be human. The liberal arts challenges individuals to explore a variety of perspectives and to apply creativity, critical thinking, and problem-solving to advance the human experience. With 19 majors, 43 minors, and 23 graduate and PhD programs, the College of Liberal Arts hosts more than 6,400 undergraduate and 500 graduate students across 16 departments and programs.

Essential Duties and Responsibilities

- The Associate Director of Development (ADOD) for CLA focuses on frontline fundraising and will be expected to successfully manage complex priorities through careful planning and strategically executing those plans to achieve specific performance metrics, which includes a minimum of 12-15+ personal visits per month with current or prospective donors and a minimum of 20 major gift proposals per year
- The ADOD will oversee, track, and allocate expenses for a small individual budget used for projects, travel, events and/or programs with responsibility to make recommendation for additional resource needs.
- The ADOD identifies, cultivates, and solicits prospective major gift donors who have the capacity to give \$25,000 and above.
- The ADOD has authority to negotiate donor contracts and fund agreements with the CSU Foundation and with donors. They will also be responsible for bringing those negotiations to a close and completing all necessary components.
- The ADOD will pursue the college's fundraising priorities by writing, preparing, and presenting persuasive proposals that match the donor's interests with the College's fundraising mission and goals.
- The ADOD makes independent decisions that impact the overall success of the unit's goals and metrics by raising the productivity of staff and utilizing resources at the highest levels.
- The ADOD makes recommendations to the Managing Director whether to implement a new plan of action for a specific development activity or to discontinue an existing one.
- The ADOD serves as a key member of the development team by influencing and driving strategy, relationships, and best practices to accomplish goals.
- The ADOD maintains a high degree of confidentiality and adheres to the industry policies and procedures for accepting, recording, and acknowledging gifts.
- The ADOD works directly with faculty and the dean to enhance programs that will benefit students and faculty.
- The ADOD offers advice and is an integral part of the strategic vision for the development team and is expected to recommend team direction to Managing Director

Required Qualifications

- Bachelor's degree from an accredited institution.
- Minimum of five years of experience as a development officer, or major gifts officer, in an institution of higher education or equivalent complex organization such as sales, banking, client management, or marketing.
- Demonstrated success in face-to-face solicitation, cultivation, and closing multiple gifts at \$25,000 or above, or, equivalent success with project management and/or other complex transactions in organizations/industries such as sales, banking, client management, or marketing.
- Demonstrated ability to engage and effectively communicate with diverse audiences.
- Adaptable to fast-paced and changing environment.
- Willingness to work non-standard hours and travel nationally.
- Must have a valid driver's license or the ability to obtain a driver's license or access to a licensed driver by the employment start date and reliable transportation.
- Demonstrates active engagement and support of diverse individuals, opinions and perspectives, and actively engages with and supports the University's mission, vision and values.

Preferred Qualifications

- Strong understanding of and passion for the liberal arts.
- Certified Fund-Raising Executive (CFRE) certification or master's degree.
- Strong understanding of all facets of fundraising including annual funds, corporate relations, foundation relations, planned giving, stewardship, and major gift fundraising.
- Demonstrated ability to cultivate, close, and steward major gifts. Understanding of proposal and development writing, fundraising principles and techniques.
- Demonstrates problem-solving skills and the ability to anticipate and address upcoming assignments and challenges and effectively manage demanding work situations.
- Ability to work effectively with academic and administrative leaders, faculty, and volunteer partners in the process of building relationships with prospective donors.
- Excellent verbal and written communication skills.
- Demonstrates collaborative and congenial attitude and team building ability; is open to and promotes new ideas.
- Ability to exercise considerable initiative, independent judgment, self-motivation, and discretion.
- Strong working knowledge of Microsoft Office, and databases such as Ellucian Advance or Blackbaud Raiser's Edge, etc.

To apply, please submit a resume and cover letter indicating your qualifications for this role
to: CSUF_hiring@mail.colostate.edu

We are committed to supporting the holistic health and well-being of our employees. Our comprehensive benefits package includes medical, dental, vision and retirement plans; generous paid time off; and a robust Employee Assistance Program.

CSU Foundation is an Equal Opportunity Employer. Consistent with the Americans with Disabilities Act (ADA) it is our policy to provide reasonable accommodation when requested by a qualified applicant or employee with a disability unless such accommodation would cause undue hardship.