

## **Associate Director, Development Services**

**ORGANIZATION:** Office of Development

**DUTY LOCATION:** \_\_\_\_\_

**AREA OF CONSIDERATION:** All candidates may apply including individuals with a disability.

**CONDITION OF EMPLOYMENT:** Appointment is subject to the applicant's successful completion of a pre-appointment background check and subsequent background investigation. Making false statements in any part of the application process can result in elimination from consideration and/or termination after beginning work.

**DUTIES:** The Associate Director of Development Services is a member of the management team in the Office of Development (OD) and the Office of External Affairs (OEA). Reporting to the Director, Development Services this position is responsible for managing the administrative functions associated with development operations for the Administrative Services, Gift Registration and Records functions. The position is responsible for managing the budget development, financial planning and management, personnel administration, procurement, space and property management, donor archives, and gift accounting and records operations. Duties include:

- Recommends and implements the formulation, presentation, and execution of the budget, including revenue and expenses. Develops forecasts and analyses, and reviews, interprets and implements budget guidelines and operating procedures. Oversees internal control systems in order to monitor expenses, and develops statistical information for OD budget projections and revisions.
- Management of the human resources for OD. Analyzes, recommends and implements appropriate plans for recruitment, professional development, performance planning and evaluation, and serves as departmental liaison to the Office of Human Resources and other organizations, as appropriate.
- Responsibility for directing all OD and OEA services and equipment procurement activities. Administers procurement and property management functions and oversees the preparation of contracts, reports and supporting documentation. Administers property management inventories and insures that related issues are resolved.
- Oversees facilities planning and utilization and ensures resources are appropriate and available to support the development program. Recommends and implements plans for utilizing space, facilities and resources.
- Provides management oversight for gift processing, including the financial and technical aspects. Provides direction to establish priorities and service requirements. Assists in communicating operational priorities to key stakeholders and ensuring plans are developed and implemented to achieve desired results.
- Oversees the management and administration of OD records, both donor archives and administrative records. Develops policies and implements procedures to ensure adherence to Institutional and Federal requirements.

- Serves as subject-matter expert within the Development community for assigned areas of responsibility.

The successful candidate for this position will have a minimum of a bachelor's degree and at least five years of full-time experience in fund raising administration and management within a complex multi-faceted non-profit organization.