

Senior Director, Engagement and Giving

JOB SUMMARY: The **Senior Director, Engagement and Giving** reports to the Vice President for University Advancement and is responsible for planning, implementing, and managing all constituent relations as well as designing, implementing, and overseeing effective programs for annual fundraising, constituent relations, and communications. The Senior Director serves a critical role as ambassador for the University, building strong and sustained relationships with all constituent groups and engaging them in meaningful ways in the life of the University. This role develops, prioritizes, and grows philanthropic support through active fundraising and engagement; designs and implements systems for facilitating and tracking a constituent-centric engagement experience; sustains and builds pride in the institution; and directs staff to accomplish goals in the areas under their supervision. This position is critical to creating, sustaining, strengthening, and shaping Queens' constituency partnerships. The Senior Director is a member of the Vice President of Advancement's leadership team, and works collaboratively to advance the goals of the office. The Senior Director supervises several staff and is responsible for the effective conceptualization and implementation of all the programs under their direction.

Essential Duties and Responsibilities

- Supervise all constituent engagement activities, including alumni relations, annual giving, and philanthropic communications.
- Foster lasting relationships between the University and its constituents and establish a structured, systematic program of engagement opportunities that will ensure ongoing, meaningful relations with donors, alumni, students, parents, friends, and volunteers.
- Build and oversee an Advancement Communications program to meet the Advancement needs of the University.
- Supervise and support three units in University Advancement that individually oversee the Queens Fund, Engagement and Events, and Campaign Communications.
- Maintain a fundraising portfolio of 35-50 constituents and manage donor-centric activity with those constituents.
- Develop and manage volunteer engagement programs that identify, engage, and cultivate strong volunteer relationships with the University that may lead to candidates for membership in the Board of Trustees, Parents Council, Alumni Council and/or major gift donors to the University.
- Nurture the university's mission as an educational and cultural institution that acts as a lifelong resource for alumni, parents, and friends; providing all constituents with a more purposeful way to connect and support causes they believe in at both the regional and global level.
- Connect the values of the institution with the values of donors in inclusive and sustainable ways.
- Desire to build personal relationships on behalf of Queens and with the objective of raising funds to support the organization.
- Build knowledge and support of the institution's strategic initiatives including Empowering Economic Mobility; Cultivating Multidisciplinary Perspectives, Collaboration, and Scholarship; Establishing a Comprehensive Approach to Health and Wellness; Investing in Employee Development, Recruitment, and Retention; and Leading in Diversity, Equity, and Inclusion

Secondary Duties and Responsibilities

- Other duties and special projects may be assigned to meet department and university needs.

Experience, Knowledge & Skills Required

- Experience in advisory board development and fundraising operations, strategic communications, event management, and managing multiple and sometimes competing requests for prioritization.
- Familiarity with fundraising and campaign operations strongly preferred.
- Demonstrated experience with digital event management and communications;
- Excellent interpersonal and communication skills (verbal and written), including exemplary poise, tact and diplomacy when working with a wide range of constituents and diverse audiences.
- Computer proficiency, particularly in MS Outlook, Word, Excel, and PowerPoint; ability to quickly learn and assimilate new systems and information.
- Proven attention to detail, accuracy, and timeliness.
- Excellent organization and follow-up / follow-through skills to ensure completion of assignments within established timeframes.
- Strong reasoning skills and the ability to define problems, collect data, establish facts, draw valid conclusions, and make well-thought-through recommendations
- Ability to work independently and as a member of a high-functioning team.
- Ability to anticipate needs and complete tasks proactively.
- Availability to occasionally work a flexible schedule, including nights and/or weekends to meet demands of the position
- Bachelor's degree and a minimum of 8 years of management experience with a history of achievement in engagement and fundraising. Desire to build and motivate a team to effectively build, promote, and engage others.
- Master's degree or certificate preferred.

Application Process

Qualified candidates should submit the documentation listed below via email to hr@queens.edu in (.doc) or (.pdf) format. Incomplete applications will not be considered. Include the following:

1. A cover letter addressing the position qualifications, experience, and interest
2. Current résumé
3. Salary requirements
4. Contact information for three professional references.

Be sure to include “SRDIR-EG” and **YOUR NAME** in your email Subject Line.

(**Example:** SRDIR-EG Jordan Washington)

Submissions received by August 13, 2021, will receive first consideration. Queens will continue to accept submissions until the position is filled.

About Queens University of Charlotte

Located in the heart of the nation's second fastest growing metropolitan area, Queens University of Charlotte leverages the city's diverse and thriving environment as an extended classroom. Nationally recognized for undergraduate programs in international and interdisciplinary education, Queens blends the best of liberal arts learning with professional preparation and community engagement. Focused on supporting success for diverse learners, faculty build close and collaborative relationships with students and help them build intentional and individualized roadmaps for flourishing at Queens and beyond. At the graduate program level, the University offers innovative educational experiences that help learners advance professionally and retool for new opportunities. Our environs afford faculty myriad opportunities to advance their own professional growth and teaching and research interests by collaborating with vibrant industry, non-profit, and community organization sectors.

Because of our history of innovation and our legacy of strong leadership, **Queens is positioned to be among the new forerunners of American higher education.** This is a defining moment for Queens. While other institutions are focused on sustaining and surviving, we are thinking much bigger. Institutions that understand what is needed and are willing to reimagine what is possible can position themselves to thrive and strengthen their market position after the pandemic with innovative approaches that are deeply connected to the world and its greatest challenges.

By 2030, **Queens aspires to become the leading, private, national university of Charlotte** with deep, meaningful, and reciprocal connections to the needs of our local community and economy; inventive and multidisciplinary academic programs that are connected to the world's most pressing challenges and biggest areas of opportunity; a fully connected, integrated, and innovative set of experiences that support holistic wellness and wellbeing; a culture of continuous improvement and investment that enables faculty and staff to flourish and achieve their full potential; and a comprehensive approach to diversity, equity, and inclusion that begins on campus and radiates throughout the community.

Benefits

Queens offers comprehensive benefits to eligible employees, including: medical, dental and vision insurance, domestic partner benefits, defined contribution (matching) and supplemental 403(b) retirement plans, vacation and generous paid holidays, tuition remission and tuition exchange, Queens-paid life insurance, supplemental life insurance, dependent life insurance, accidental death and dismemberment insurance, flexible spending accounts (medical, dependent care, Health Savings Account), sick leave and long-term disability leave, paid parental leave, FMLA leave when eligible, reduced cost meals at Morrison Dining Hall, employee assistance program (EAP), free access to the Levine Center, wellness programs. In addition, employees may choose benefits such as pet insurance, critical care insurance and legal assistance.

Queens University of Charlotte is an equal opportunity employer and is firmly committed to supporting and celebrating all forms of diversity. Queens does not discriminate on the basis of race, color, gender, sex (including pregnancy, child birth and conditions related to pregnancy or child birth), sexual orientation, gender identity or expression, religion, age, national origin, disability, political beliefs, veteran status, genetic information or any characteristic protected by law in the administration of its educational and admissions policies, scholarship and loan programs, athletic programs, employment and hiring policies, or other University-administered programs.

Any individual with a disability who needs any reasonable accommodation under the Americans with Disabilities Act to apply for a position or otherwise to participate in Queens' job search/selection process should contact the Director of Human Resources at 704.337.2222.

Physical Requirements (*with or without reasonable accommodation*)

- *Visual Abilities:* Read reports, create presentations, and use a computer system – 75-100% of the time
- *Hearing:* Hear well enough to communicate with co-workers, vendors, and students – 75-100% of the time.
- *Dexterity, Grasping, Feeling:* Write, type, and use the telephone, copier, and computer systems – 75-100% of the time.
- *Mobility:* Kneel for physical inspection of storage areas; Open files and operate office machines; move between departments and attend meetings across campus – 50-74% of the time.
- *Talking:* Frequently convey detailed or important instructions and ideas accurately, loudly, or quickly – 75-100% of the time.
- *Lifting, Pulling, Pushing:* Exert up to 20 pounds for force occasionally, and/or up to 15 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects – 50-75% of the time.
- *Cognitive/Emotional:* Ability to critically think and concentrate. Must be able to respond quickly to changes in conditions – 75-100% of the time.

Work Conditions

- Must be willing and able to work a flexible schedule to meet requirements of the position, including occasional nights or weekend work.
- Must be able to work in office environment while having contact with faculty, staff, parents, students, donors, service providers and vendors on any given day.
- Work has deadlines, multiple interruptions, high volume and can be stressful.

This description is not intended to be an all-inclusive list of the duties and responsibilities of this positions, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended to describe the general nature of this position.