

DIRECTOR OF DEVELOPMENT

Reports to: CEO

Location: Madison, WI

Employment Type: Full-Time exempt

www.supportmadisoncollege.org

POSITION SUMMARY

The Director of Development leads major gift fundraising and donor engagement for the Madison College Foundation. The position manages a portfolio of individual, corporate, and foundation prospects; develops and executes cultivation, solicitation, and stewardship strategies; and partners with Foundation and College leaders to advance institutional priorities.

ABOUT MADISON COLLEGE FOUNDATION

The Madison College Foundation is committed to breaking down financial barriers for students by supporting Madison College in its mission to provide high-quality, open-access education. Through the acquisition and stewardship of private funding, we aim to enrich lives and strengthen our communities.

Our Vision

To support Madison College in its commitment to increase access so that no student will be denied an education due to financial barriers.

Our Mission

To enrich lives and strengthen our communities through the acquisition of private funding in support of high-quality open-access education at Madison College.

Our Values

- Being respectful, transparent, vision-driven, agile, bold, and passionate.
- Supporting successful students in a rapidly changing and diverse world.
- Matching donor interests with the aspirations of the College and Foundation.
- Engaging Madison College faculty and staff in developing our collective community partnerships.
- Maintaining a sustainable organization through careful planning.



PRIMARY RESPONSIBILITIES AND DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

Donor Engagement and Solicitation (70%)

- Secure financial support by maintaining a qualified portfolio of 120+ donors and corporate partners with capacity to make major gifts.
- Identify and qualify donor prospects, including identification of potential grants from corporate and family foundations.
- Develop and implement tailored cultivation, solicitation, and stewardship strategies for each qualified prospect.
- Build and nurture donor relationships through personal visits, phone calls, email, and other meaningful engagement; serve as the primary relationship manager and connect donor interests with annual needs and transformative opportunities.
- Research funding sources and, as needed, assist with grant proposal development and the execution of funded grants.
- Play a lead role in soliciting and closing major gifts and managing donor matched gifts.
- Engage board members and volunteer leaders in identifying, evaluating, cultivating, and soliciting major gift prospects.
- Conduct prospect research to identify and evaluate potential major donors.
- Build strong relationships with college administrators, faculty, and staff to support college and foundation priorities and fundraising efforts.
- Manage gift and pledge acknowledgments and fulfillment requirements.
- Manage and steward the Madison College Foundation's planned giving program to secure legacy gifts.

Donor Stewardship (20%)

- Manage personalized donor communications and relationship follow-up.
- Develop strategies to strengthen donor engagement, retention, and stewardship.
- Manage donor correspondence, including pledge and gift reminders, acknowledgments, and follow-up from donor meetings.
- Partner with the Foundation team to develop donor lists, reports, and outreach strategies that support increased giving, retention, and stewardship.

Monitoring, Reporting and Supporting the Overall Organization (10%)

- Monitor weekly, monthly, quarterly, and annual activity and progress toward revenue goals.
- Assist with review and verification of major gift donor recognition lists.
- Track, update, and report relationship management activities in Raiser's Edge NXT.
- Oversee copywriting for donor communication and solicitation and collaborate with the Foundation team to develop content for newsletters and other communications.
- Support annual giving, development, and marketing activities as needed.
- Plan and implement select donor cultivation and stewardship events.
- Participate in organizational planning, strategy, and program development as needed.
- Collaborate with Foundation staff to maintain a catalog of impact stories and photos.
- May supervise, or coach and support other development staff as assigned.

Perform other duties as assigned by the CEO.

MINIMUM QUALIFICATIONS

- Bachelor's degree in a related field.
- 5 or more years of non-profit fundraising experience, including leadership and capacity building; higher education fundraising experience is a plus.
- Demonstrated success in major gift cultivation, solicitation, and closing as well as volunteer and project management.
- Experience with prospect outreach including cold calls, cultivation, solicitation and closing strategies.
- Ability to engage confidently with high-level donors and maintain strict confidentiality.
- Strong service orientation, with demonstrated ability to respond promptly and thoughtfully to the needs of donors, colleagues, and partners regardless of giving level.
- Ability to analyze information, establish priorities, develop plans, and set measurable goals.
- Exceptional oral, written, and interpersonal communication skills.
- Strong judgment and the ability to translate strategy into action.
- Demonstrated diplomacy and collaboration skills, with the ability to work effectively with donors, board members, Foundation and College colleagues, and other stakeholders.
- Proven ability to exercise sound judgment and discretion in working with sensitive or confidential information.
- Proficient with Microsoft Office, Microsoft Teams, and other communication technologies; familiarity with fundraising software is preferred.
- Ability to travel locally and across the Madison College district in South-Central Wisconsin, as needed.

SALARY & BENEFITS

Annual salary range is \$90,000 - \$110,000, commensurate with qualifications and experience. The Madison College Foundation offers a competitive benefits package including health, dental, 401K, paid time off, professional development, a flexible (hybrid) work environment, and eligibility for incentive compensation.

HOW TO APPLY

Submit cover letter and resume to foundation@madisoncollege.edu