



**GRADY COLLEGE OF JOURNALISM & MASS COMMUNICATION**

# **SENIOR DIRECTOR OF DEVELOPMENT**

**POSITION PROFILE**



**UNIVERSITY OF  
GEORGIA**





# GRADY COLLEGE OF JOURNALISM AND MASS COMMUNICATION

Founded in 1915 and named for legendary Atlanta journalist Henry Woodfin Grady, the Grady College of Journalism and Mass Communication recognizes that communication is the most important issue of our time. Home of the Peabody Awards, the world's most prestigious prize for excellence in electronic media, Grady was named the #2 program in the country by the Radio and Television News Directors Association. Grady strives to prepare students to lead, to innovate, to create, to tell the stories of our time and to enter their professional lives as engaged citizens.

At Grady, our superior faculty supports undergraduate, graduate and doctoral students by laying the foundation for success in the classroom and beyond.

Our faculty has been honored with the highest teaching awards at UGA including four Meigs Award recipients and six Russell Award recipients. In addition, a number of faculty are Lilly Teaching Fellows, Teaching Academy members and Senior Teaching Fellow faculty members.

Experiential learning – or learning by doing – has long been the hallmark of a Grady education. Support from donors, alumni and learning partners allows Grady to continue this tradition of connecting students and faculty to projects and opportunities in the classroom and beyond. Grady students enrich communities, companies and the disciplines we serve with research, insights and new ideas whether in a campaign, a news story, or a documentary.



## ABOUT THE POSITION:

# SENIOR DIRECTOR OF DEVELOPMENT



The Senior Director of Development serves as a liaison between the Grady College of Journalism and Mass Communication (Grady) and the University Development office. As Grady's chief development officer, this position is responsible for raising major gifts (\$25,000+) to enable the unit to fulfill its mission and implement its programs and initiatives. In addition to major and principal gifts, the position is also responsible for providing strategy, leadership, direction, coordination and management of all levels of giving for Grady, including annual gifts and stewardship.

To fulfill the college's mission and implement its programs and initiatives, the Sr. Director of Development works closely with the Dean to develop fundraising priorities, create a development plan, implement the plan and secure major gifts while also supervising a staff of development, annual giving and alumni relations professionals. In this role, the employee is responsible for communication, collaboration and coordination between Grady and the University Development office, as well as creating productive partnerships with all other UGA school, college and unit fundraising programs.



The University Development office sets four objectives for Directors of Development: number of annual visits, number of gift proposals, unit fundraising goal and personal fundraising goal. Each of these goals are discussed with the director and customized for their specific unit. In addition, each director is required to attend the division and development meetings as well as an individual monthly strategy meeting at the University Development office with the Senior Director of Development for Constituent Programs.

## POSITION RESPONSIBILITIES

- Manage a portfolio of major giving prospects for the Grady College of Journalism and Mass Communication (Grady), focusing on soliciting major gifts, presenting proposals, and making an annually established goal of face-to-face visits with donors and prospects. The purpose of the visits is to cultivate, solicit, and steward prospects and donors for current and deferred gifts of \$25,000+ to benefit Grady.
- This requires 1-2 days out of the office each week including some overnight travel in and out of state and occasional weekend work. Telephone and/or correspondence preparation and follow-up necessary.
- Prepare timely, accurate, and relevant proposals, presentations, and other fundraising materials for cultivation, solicitation, and stewardship.
- Serve as the liaison between Grady and University Development ensuring all UGA policies and procedures are followed by the college. Attend division and development staff meetings, monthly individual strategy meetings, and pertinent staff meetings at Grady.
- Work collaboratively with all offices of the Development and Alumni Relations division including financial services, gift and estate planning, regional program, etc., and development colleagues located in schools, colleges, and units across campus.
- With the assistance of the Dean and the Senior Director of Constituent-Based Programs, submit an annual and long-term fundraising plan for Grady College of Journalism and Mass Communication to meet the college's annual and long-term needs. The annual plan should include written strategies for top donor prospects in portfolio.
- Complete telephone/correspondence/preparation/follow up; record visits, interactions, and plans in the giving and alumni database (GAIL) in a thorough and timely manner.
- Attend board meetings and special events as needed to promote fundraising objectives and priorities.

## QUALIFICATIONS

### *Minimum*

- Bachelor's degree required
- Minimum of seven years or more of successful fundraising or related experience with a proven ability to cultivate and solicit major gifts
- Significant experience developing fundraising strategies while providing leadership and direction for implementation of a development plan

### *Preferred*

- Advanced degree
- Management experience
- Successful higher education fundraising experience
- Knowledge and experience using Blackbaud CRM system, Advizor

## KNOWLEDGE, ABILITIES, SKILLS & COMPETENCIES

- Self-starter, takes initiative, and can work independently
- Exemplary communication skills (both written and verbal)
- Highly developed organizational and leadership skills
- Demonstrates a commitment to outstanding customer service
- Demonstrated computer competency and knowledgeable of Word, database management, and email skills
- Exhibits behavior that supports the mission, vision, and values of the University of Georgia
- Communicates and employs interpersonal actions that model high standards of professional, responsible, accountable, and ethical conduct

## PHYSICAL DEMANDS

- Ability to work in a standard office environment
- Ability to sit at a computer workstation for extended periods of time, if necessary
- Flexibility to work some nights and weekends
- Ability to travel, if necessary

## SALARY

Salary for this position is competitive and commensurate with experience.

# **ABOUT THE UNIVERSITY OF GEORGIA**

Chartered by the Georgia General Assembly on January 27, 1785, the University of Georgia is America's first state-chartered university and the birthplace of the American system of public higher education. The comprehensive land-and-sea-grant institution is ranked 18th among the nation's best public universities by U.S. News & World Report. UGA attracts some of the most academically talented students in the nation. Recognized as a leader among public universities in the numbers of major scholarships earned by students, UGA has produced nine Rhodes Scholars, five Gates Cambridge Scholars, six Marshall Scholars, 13 Truman Scholars and 13 Udall Scholars since 1995. In the past four years, 49 UGA students were offered Fulbright Scholarships. UGA's 2016-2017 enrollment totals more than 36,000 including over 27,000 undergraduates and 8,500 graduate and professional students. There are 125 foreign countries represented among the 1,184 undergraduate and 1,442 graduate and professional non-US citizens. Twenty-six percent of the undergraduate enrollment is minority.

The University is composed of 17 schools and colleges; Agricultural and Environmental Sciences, Arts and Sciences, Business, Ecology, Education, Engineering, Environment and Design, Family and Consumer Sciences, Forestry and Natural Resources, Graduate School, Journalism and Mass Communication, Law, Pharmacy, Public Health, Public and International Affairs, Social Work, and Veterinary Medicine. UGA is also home to the Augusta University and the University of Georgia Medical Partnership. UGA has a nationally competitive intercollegiate athletic program. A member of the NCAA Division 1, Southeastern Conference, the University fields 9 men's and 12 women's varsity sports. The Bulldogs have won 42 national championships, including 30 since 1999.







## APPLICATION DETAILS

Confidential inquiries are welcomed; application and nominations are invited.

Application packet includes: a) a letter describing relevant experiences and interest in the position, b) a resume, c) five professional references, including full contact information and emails (References will not be contacted without consent from applicant.)

Submit application to: **UGA-Grady@myersmcrae.com**. Position is open until filled.

**Diversity is our commitment. Applications from minority candidates are welcomed.**

Submit nominations, including full contact information and email address on persons being nominated, to: **UGA-GradyNominate@myersmcrae.com**

**IMPORTANT NOTE:** A completed application packet also is required by the UGA Office of Human Resources. The UGA application form is available at **www.ugajobsearch.com** and the Posting Number is **20171773**. Submission instructions are on the website.

**Emily Parker Myers**, Chief Executive Officer of **Myers McRae Executive Search and Consulting**, is assisting the University of Georgia with this search.

*The University of Georgia is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.*