

Position Announcement

Executive Director of Development

**Bryan School of Business & Economics
University of North Carolina at Greensboro
Greensboro, North Carolina**

Reports To Dual reporting to the Dean, Bryan School and the Associate Vice Chancellor of University Advancement

Organization Profile

UNC Greensboro

The University is part of the University of North Carolina System. The multi-campus university encompasses 16 such institutions sprinkled strategically to population centers within the state. Its own chancellor and Board of Trustees head each campus.

UNC Greensboro is located in the City of Greensboro, which is the third most populous city in the state. UNCG is the sixth largest employer in the city. The campus is just one mile away from the city's downtown—the perfect place to take a study or work break and enjoy live music, good food, cultural events, museums and parks.

The University takes pride in being in a community where everyone finds their place, their home, their people—whether that's joining one of more than 250

student groups, enjoying some friendly competition with intramural sports, participating in a leadership development program or living out UNCG's motto of "Service."



UNCG has 17 athletic teams that compete at the Division I level. Admission for students to home games is included in their registration fees.



The campus includes seven vibrant academic units:

- Bryan School of Business & Economics
- College of Arts & Sciences
- College of Visual & Performing Arts
- Joint School of Nanoscience & Nanoengineering
- School of Education
- School of Health & Human Sciences
- School of Nursing

Bryan School of Business & Economics

In 1987, in honor of local businessman and philanthropist, Joseph Bryan, the school was renamed the Joseph M. Bryan School of Business and Economics. The Bryan building, home of the business school, was completed in 1979. The School has approximately 3,600 undergraduate students and enjoys an alumni network of 27,000 worldwide.

The School is led by McRae "Mac" Banks, Ph.D. Dean Banks joined the Bryan School of Business and Economics as Dean in July 2011 and is the Margaret and Harrell Hill Distinguished Professor of Entrepreneurship. From 1995-2010, Dean Banks served in a dean-equivalent position as head of the Department of Management at Worcester Polytechnic Institute (WPI).

Under his leadership of the Bryan School, Dr. Banks, in 2011, developed a new vision and mission, spawning numerous changes. The Bryan School is now recognized as a forward thinking business school and its faculty and administrators are having an increasing impact on national and international conversations in a number of ways.



The school is comprised of six academic departments:

- Accounting and Finance
- Economics
- Consumer, Apparel and Retail Studies
- Information Systems and Supply Chain Management

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- Management
- Marketing, Entrepreneurship, Hospitality and Tourism

University Advancement

The Division of University Advancement builds and nurtures relationships with loyalty and integrity to promote UNCG’s mission, foster communication and secure philanthropic support. for programming and facility excellence and opportunity for our students. Gift officers secure philanthropic support from business leaders, alumni, and friends of the University and utilize this support to create an inclusive, collaborative, and responsive environment. Through a variety of project opportunities, gift officers work with donor prospects to establish an understanding of the profound difference that can be made in the lives of students and the measure of academic excellence that can be achieved through the support of priority educational entities that the University offers to the communities served.

The division includes Advancement Operations, Alumni Engagement, Development, Donor Relations, Event Planning, Gift Planning, Prospect Management & Research and the Vice Chancellor’s office. Leadership of the Division is provided by Elizabeth N Fischer, J.D., CFRE who has recently been appointed to the position as Vice Chancellor for University Advancement and Kristine Davidson, Associate Vice Chancellor. The Division has approximately 65 employees.



Beth Fisher



Kris Davidson

Position Summary

The Executive Director of Development for the Bryan School of Business and Economics oversees and manages all aspects of the Bryan School’s development program. The candidate must be able to think strategically and practically to implement a comprehensive and results-oriented development plan that includes goals and strategies for major, planned and annual gifts. This position will also build and foster key relationships for the Bryan School and University with alumni, friends, community members, business leaders and faculty.

This gift officer will work closely with the Dean and faculty to encourage and manage their engagement in the fundraising process. The Executive Director will play a significant role in the

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leadership of associate gift officers occasionally assigned to the School working collaboratively and supportively through mentorship, close communication and inclusion.

**Specific Duties
&
Responsibilities**

Gift Cultivation and Solicitation (75%)

- Create strategic fundraising and campaign plan for Bryan School in conjunction with University Advancement and the Dean’s Office based on objectives and priorities in consultation with the Associate Vice Chancellor, the Dean, and other development and Bryan School staff.
- Identify, cultivate, solicit and steward individuals believed to have potential to make major gifts to the Bryan School and other University interests as appropriate.
- Sustain level of major gift activity commensurate with performance expectations and prepare detailed and timely contact reports of prospective donor visits.
- Effectively engage the Dean and other Bryan School faculty and staff in the fundraising process.
- Engage and utilize volunteers to execute the fundraising plan and help the Dean recruit potential volunteers for the Business Advisory Board and other school boards.

Management (25%)

- Serve as primary representative of the Bryan School to the University Advancement office and in university-level planning and execution of fundraising strategy.
- Manage and mentor one Director of Development and one administrative assistant in the Bryan School.
- In conjunction with the Dean and Associate Vice Chancellor for University Advancement, organize the Bryan School campaign advisory board and serve as the primary day-to-day facilitator of those efforts.

Qualifications

Qualities and experiences that ideal candidates should display include:

- An earned baccalaureate degree from a four-year college or university.
- A minimum of seven (7) or more years of experience in professional fundraising, including experience in supervision of other professional and support staff.
- Experience in higher education development to include three (3) years having a direct focus on major giving to include the successful closing of gifts in excess of \$50,000 or more.
- A demonstration of strong organizational skills.
- Ability to relate to diverse constituencies including identifying, recruiting, training and recognizing volunteers.
- Willingness and ability to travel on work related assignments.
- Strong verbal and written communication skills.
- Proficiency in the utilization of technological resources commonly available to development professionals including donor records systems, business software applications, messaging and Internet research.

Preferred

Preference will be given to candidates that also display one or more of the following:

- An advance academic degree.
- Fundraising experience in a business school, college or department.
- Fundraising certification (CFRE, FAHP, CSPG or equivalent).
- Familiar with common planned giving vehicles and ability to recognize deferred giving opportunities.

Memorandum

The salary and benefits are competitive and commensurate with experience, qualifications, and verifiable salary history. Paschal•Murray supports the commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories.

This position will include occasional participation in work-related activities in the evening and on weekends. The successful candidate will need to be able to obtain a North Carolina driver's license.

UNC Greensboro has been and will continue to be committed to equality of employment opportunities, affirmative action, inclusive excellence and does not discriminate against applicants or employees based on race, color, religion, sex, sexual orientation, gender identity, or national origin, political affiliation, genetic information, or age. Men, women, and members of all racial and ethnic groups are encouraged to apply.

This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.

Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

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