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# Example of College Director Job Description

Our growing company is looking to fill the role of college director. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for college director

* Work closely with Prospect Development, Alumni Relations and unit directors of development to identify principal prospects, and make contacts to develop these relationships resulting in major gifts
* Work closely with other Directors of Development (DoDs) to ensure optimal collaboration and strong communication with colleges and units in the execution of development duties
* Prepare an overall strategy and pipeline for strategic initiatives, including a campaign plan
* Participate in division-wide strategy sessions, overseeing and managing follow-up tasks and action items as appropriate
* Comply with University policies and procedures, including but not limited to those related to solicitation and acceptance of gifts, naming, and alumni and support group interactions and activities
* Work in cooperation with university central donor-related services and collaborate with central record keeping in compliance with university regulations, policies and procedures
* Reflecting college and institutional values, candidates are expected to have the ability to advance the College’s commitment to diversity and inclusion
* Develop and implement comprehensive cultivation, solicitation, and stewardship strategies for individual prospects assigned
* Promote maximum involvement with and giving to the College of Business Administration, including annual, capital and planned gifts, from a portfolio of 125+ identified prospects
* Develop solicitation and closure strategies of major gifts aligned with the College of Business Administration and University fundraising priorities and campaigns, measured against the attainment of personal metrics associated with the position

## Qualifications for college director

* Knowledge of computer programs such as excel, word, outlook
* Skills in organizing the work of self and others
* Three (3) to five (5) years of experience in higher education setting
* Knowledge of development and fund raising principles and procedures
* Experience working with volunteers, faculty, staff and students
* Knowledge of Raiser’s Edge fundraising software