



Example of Assistant Director, Development Job Description

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Our innovative and growing company is hiring for an assistant director, development. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for assistant director, development

- Initiate, cultivate, develop and track new recruiting relationships with employers interested in hiring Kellogg MBAs with a focus on those with growth potential and need for MBAs
- Lead effort to identify 600+ new major gift prospects per year through the use of gift reports, data model(s), wealth screens, and other tools
- Identify potential engagement strategies and make assignment recommendations for new prospects
- Provide Principal & Major Gifts team with weekly list of new prospects and ensure that pipeline building staff have full portfolios
- Develop top prospect list for upcoming capital campaign
- Coordinate monthly wealth screenings of new donors and new patients
- Track all Research-identified prospects through the pipeline, monitoring assignment of, outreach to, and gifts from, these constituents
- Supervise two Research Analysts, who produce brief research for weekly assignment meetings, provide research support for Assistant Directors on the Principal & Major Gifts team, and carry out other proactive projects
- Work closely with Assistant Vice President of Research and Associate Director of Research Client Services to improve Division-wide prospect management practices and procedures
- Collaborate with Associate Director of Research Analytics to identify, collect/acquire and utilize donor data

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- Proficiency in spelling and grammar
 - Outstanding communication and interpersonal skills including the ability to work with all levels within the organization
 - Ability to assess changing conditions and react professionally and appropriately
 - Highly proficient in entire MS Office Suite, to include strong Excel & PowerPoint skills
 - A work style that is self-directed collegial
 - Experience with coordinating events is preferred