



## **Position Opening: Director of Development**

Full-Time  
Washington, DC

The Council for Christian Colleges & Universities (CCCU) seeks an experienced development professional with a passion for Christian higher education and experience leading successful fund-raising programs. This person will work closely with the President and the Board of Directors to build the fund-raising capacity of the CCCU through three primary endeavors: 1) working with the CCCU president to pursue transformative gifts from foundations and individuals; 2) developing a major gifts program; and 3) creating a “living endowment” through developing a number of small donors who commit to making an annual commitment to the CCCU. This is an opportunity for an imaginative and dynamic person who loves to bring about rapid growth through innovative ideas and execution.

The Council is a professional association of 182 campuses in 20 nations whose mission is to advance the cause of Christ-centered higher education and to help our member institutions transform lives by faithfully relating scholarship and service to biblical truth. The Council coordinates professional development opportunities for administrators and faculty, manages U.S. based and international off-campus student programs, provides public advocacy for Christ-centered higher education and manages cooperative efforts among its member campuses ([www.cccu.org](http://www.cccu.org)).

### **Core Responsibilities:**

The Development Director will bring fund-raising knowledge as well as major gifts experience to the CCCU. Specific responsibilities include:

- Identifying and cultivating relationships with funding resources available to the CCCU that align with its mission and goals, including individuals, foundations and corporations
- Meeting CCCU’s annual development goals
- In collaboration with the President, representing the CCCU and winsomely communicating its vision in meetings with potential funding sources
- Working with other CCCU team members to develop high quality communications through appropriate mediums designed for donors (e.g. graphic design, printing, mailing, special events)
- Managing potential member institution relationships and data for the purpose of pursuing new membership leads under the direction of the President and the Board of Directors
- Overseeing an administrative assistant for record-keeping of past and prospective donor contacts, and tracking of major gifts
- Designing and implementing a comprehensive development program, with appropriate marketing strategies, which meets the CCCU’s development goals
- Working collaboratively with staff members to identify avenues of economic support for programs/projects

- Planning, resourcing and executing major donor gatherings and fund-raising events that further the CCCU's development goals
- Maintaining ongoing communication with CCCU staff regarding programs and plans
- Supporting the President, CCCU leaders, and the Board of Directors in their development activities
- Acting as the liaison to the Development Committee of the Board of Directors
- Maintaining gift recognition programs

*Other duties as assigned by supervisor.*

**Persons applying for the position should:**

- Affirm the Nicene creed, have a commitment to Christ-centered higher-education and believe in the Christian mission and purpose of the CCCU and its BestSemester study abroad programs
- Hold a bachelor's degree and have at least 5 - 7 years of relevant work experience, including working in development or advancement at a non-profit with special preference given to those who have worked at a CCCU institution or in higher education
- Possess a collaborative spirit of excellence
- Have a solid understanding of fundraising concepts, proposal writing for grants, donor software and reporting
- Possess extensive and proven experience interacting with high level contacts, including board members and foundation representatives
- Have experience managing by influence and being an effective relationship builder
- Be able to effectively communicate the cause of Christian higher education to a broad audience
- Have excellent organizational skills with attention to detail
- Have exceptional verbal, written and interpersonal communication skills

**Application should include:**

- A cover letter
- A resume as a separate attachment, including at least three references that will be called only with notice
- A statement of your Christian faith
- Answers to these two items:
  - A one-page description of your most satisfying fundraising experience
  - Three bullet points outlining the obstacles to overcome in fundraising that exist for most fundraisers

**Other requirements include:**

- Ability to work for long periods of time at a computer
- This position requires working from the CCCU Washington D.C. offices