

Position Number: D97356

Job Title: Director of Development for the School of Fine and Performing Arts

Department: University Development (DEV)

FTE: 1.0 benefits eligible

Position Summary

Portland State University's (PSU) Office of University Development seeks to appoint a Director of Development for the School of Fine and Performing Arts who will be responsible for identifying, cultivating, soliciting and securing new and ongoing major gifts, as well as planned gifts, from individuals, corporations, and foundations. The Director will also have oversight of the annual giving program for FPA.

The Director will also provide guidance to members of the University community relating to the identification of funding opportunities and gift solicitation strategies. The Director is a member of the university-wide development team and will have responsibility for working as a part of the Development office, with colleagues across campus and with faculty throughout the School of Fine and Performing Arts. The position reports directly to the Assistant Vice President for Major Gifts in the University Development Office with a dotted line report to the Dean of the School of Fine and Performing Arts.

Duties and Responsibilities

- Carry a portfolio of major gift prospects, including individuals, foundations, and corporations-- using moves management and being guided by metrics, to maximize giving to Portland State.
- Work closely with the AVP-Major Gifts and the Dean of the School of Fine and Performing Arts to focus on gifts of \$100,000 and above.
- Serve as a strategic partner to the Dean with respect to FPA Advisory Council as a source of philanthropic advice and direct support.
- Execute solicitation plans and processes including proposal writing, compliance and stewardship.
- Write, edit, or assist faculty and other members of the University community in developing proposals for individual, corporate, and foundation support.
- Provide leadership in identifying and implementing strategies to increase gifts from individuals, corporations and foundations and by working with members of the University community, including the dean, constituent development officers and others, to plan cultivation, solicitation, and stewardship that matches prospects' current interests with the University priorities and faculty activities.
- Manage multiple projects and duties simultaneously, while paying careful attention to detail.

- Devise and manage packaged solicitations to coordinate multiple University interests in the same prospect.
- Identify and qualify new prospects through research, networking and discovery visits.
- Manage and oversee FPA Development Assistant ensuring quality and accuracy of their work, particularly in the areas of database management and donor acknowledgement.
- Participate in planning and executing fundraising and stewardship events including site visits.
- Represent Portland State at university and community events and professional association information sessions.

The School of Fine and Performing Arts at Portland State University

PSU is home to one of the West Coast's most appealing opportunities for studying the arts: an urban university. Under the leadership of Dean Barbara A. Sestak, the School of Fine and Performing Arts oversees four departments: Architecture, Art, Music and Theatre & Film. FPA is home to more than 125 teaching faculty, staff and instructors, and to more than 2200 gifted young artists, film makers, dancers, musicians, actors and students of architecture. Rich collaborations with the city's major arts institutions and businesses provide an environment in which students flourish.

Portland State University

Nationally recognized as a leader in community engagement, PSU is the largest and most diverse university in Oregon with approximately 30,000 students. The university's innovative approach to education combines academic rigor with extensive internships and projects with community partners. The university's 49-acre urban campus exhibits PSU's commitment to sustainability through green buildings and transit-oriented development, while many of its 200 bachelor's, master's and doctoral degree programs incorporate sustainability into the curriculum. PSU's motto, "Let Knowledge Serve the City," inspires the teaching and research of an accomplished faculty. Five themes guide PSU's work: provide civic leadership through partnerships, improve student success, achieve global excellence, enhance educational opportunity, and expand resources and improve effectiveness.

About Portland

Portland is the largest city in Oregon and one of the nation's most livable cities. Known for environmental sustainability, microbreweries, bicycle culture, excellent restaurants, thriving music and art scene, plentiful outdoor recreation opportunities, and its beautiful setting at the confluence of the Columbia and Willamette Rivers, Portland is a great place to live and work. Portland State is located right in the heart of downtown Portland on the City's Park Blocks.

Required/Minimum Qualifications

- Bachelor's degree
- A minimum of four years of relevant fundraising experience including proven success in securing six-figure gifts and grants
- The ability to manage and assume primary responsibility for developing and implementing a major gifts fundraising strategy
- The ability to set and achieve or exceed fundraising goals

- Excellent analytical, computer, and written and verbal communication skills
- Demonstrated experience in writing proposals and stewardship reports for donors
- A strong track record in managing multiple tasks in a deadline-oriented environment
- Evidence of successful performance in a highly collaborative, team-oriented organization
- Proven ability to grasp complex subjects; meet project deadlines; and build productive professional relationships Strong affinity for the mission of higher education
- Able to travel and work evenings and weekends
- Successful completion of a background check

Preferred Qualifications

- An advanced degree and CFRE certification are preferred.
- Preference will be given to candidates with fundraising experience in higher education, particularly a large, public university, or a comparably complex organization.
- Existing and established relationships with donors would be preferred.
- Preferred candidates will have a background in the arts and/or in fundraising for the arts.

Compensation

The starting annual salary rate for this position will be dependent upon qualifications and experience. The total compensation includes an excellent benefits package including fully paid healthcare; a generous retirement and vacation package; and reduced tuition rates for employee, spouse or dependant at any of the Oregon University System schools.

To Apply

Interested candidates should submit a cover letter that addresses the required qualifications using examples where possible; resume; salary history; and the names, addresses, and telephone numbers of at least three references.

Electronic submission of applications and correspondence is strongly preferred.

Materials may be submitted at devjobs@pdx.edu noting Fine and Performing Arts Search in the subject line or by mail to:

Fine and Performing Arts Search Committee
 University Advancement
 Portland State University
 P O Box 751-DEV
 Portland, Oregon 97207

Review of applications will begin immediately and the position will remain open until finalists are identified (for at least 30 days).

Portland State University is an Affirmative Action, Equal Opportunity institution and welcomes applications from diverse candidates and candidates who support diversity.