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**[https://fau.wd1.myworkdayjobs.com/en-US/FAU/job/Senior-Director-of-Development--Harbor-Branch-Oceanographic-Institute\\_REQ16084-1](https://fau.wd1.myworkdayjobs.com/en-US/FAU/job/Senior-Director-of-Development--Harbor-Branch-Oceanographic-Institute_REQ16084-1)**

#### Position Summary:

Institutional Advancement invites applications for a Director of Development for the Harbor Branch Oceanographic Institute (HBOI) campus at Florida Atlantic University.

Reporting directly to the Assistant Vice President for Institutional Advancement and located on the [Harbor Branch Oceanographic Institute](#) campus, the Director of Development has primary responsibility for developing and implementing a comprehensive fundraising program to support the educational and research missions of Florida Atlantic University's Harbor Branch Oceanographic Institute (HBOI) and its programs and areas. The Director of Development works collaboratively with the HBOI Executive Director, Public Affairs, and the HBOI community (faculty and staff) to orchestrate and execute development activities (i.e., annual giving and membership campaigns, major gifts, principal gifts, and planned giving activities) to maintain and promote philanthropic interest and support for HBOI from individuals, corporations, and foundations. The Director of Development has established metrics for performance and is expected to steward a portfolio of donors and prospective donors with the inclination and capacity to make significant major gifts to HBOI.

#### Responsibilities:

70% Development and Outreach – Primary responsibility to develop and implement a comprehensive strategic fundraising plan to meet the educational and research missions of HBOI, and its programs and areas. Working collaboratively with the HBOI Director and the HBOI community of faculty and staff, identify funding priorities, assess relevance and feasibility for proposed project/priority, and develop and manage comprehensive strategies to secure gifts for selected priorities.

- Meet established performance metrics required for this role. Provide regular progress reports to the AVP for Institutional Advancement and proactively track engagement activities via Raiser's Edge. Provide updates to HBOI's senior leadership team and the HBOI Faculty Assembly.
- Work both independently and in concert with Institutional Advancement, Public Affairs, and the HBOI community (executive director, HBOI leadership and key directors, and faculty) to develop and implement strategies leading to direct solicitation of significant gifts (\$100,000 and more). Implement comprehensive cultivation, solicitation, closure, and stewardship strategies for individual major gift prospects, planned gift donors, and any and all prospects for gifting/donating to HBOI.
- Collaborate with HBOI faculty to strategize and exploit research and related funding and/or donation opportunities and collaborations (including, but not limited to federal/state grants and contracts, individual and/or business-sponsored research opportunities, etc.).
- Collaborate with the Director of Outreach and Engagement in support of any and all funding needs and opportunities (i.e., outreach programs, federal/state grant opportunities, etc.). Build and foster outreach relationships in efforts to transition visiting patrons to donors.

- Collaborate with Public Affairs to create and design outreach marketing materials, publications, etc., that strategically target and solicit current donors, key community leaders, businesses, and organizations. Work with Public Affairs on all marketing needs/communication for any and all University, HBOI, and/or related community fundraising, donor relation, or events. Proactively contribute to strategic discussions on development in order to meet and/or contribute to the goals of the current capital campaign.
- Partner with the Donor Relations Office to provide stewardship to donors on existing endowment and current-use funds.
- Build and cultivate potential donor relationships (individuals, groups, businesses, etc.). Actively seek and participate in signature events at the University and in the community that provide opportunities for strategic engagement with prospects and donors.

20% Communication – As the Institutional Advancement Officer assigned and located on the HBOI campus, collaboratively engage with the HBOI community (HBOI executive director, faculty, and staff), and assigned Public Affairs to provide updates on IA activities, donor development activities, and related information/updates to both internal and external (as determined) constituents.

- In concert with Institutional Advancement colleagues, oversee the preparation of necessary materials including concept papers, funding proposals, briefings for FAU leadership and board members when necessary, and scheduled stewardship reports, for all assigned prospects.
- Collaborate with Public Affairs for communication needs, including but not limited to, responding to related IA media requests, and providing updates on IA activities and events.
- Liaison with HBOI Foundation, Inc. (separate 501C3) to ensure collaboration and integrated communication of activities, events, and expectations.
- Participate in HBOI faculty assembly meetings as requested to provide (minimally) quarterly updates on Institutional Advancement initiatives and goals.

10% Other Duties – As a key officer, perform related tasks and duties, including serving on University-wide delegated, elected work/service, as required and/or called upon.

- Supervises and directs the expectations of two direct reports/development staff - Engagement Associate and Assistant Director for Membership.
- Attend seminars, training, or conferences as assigned. Stay abreast current trends and developments in advancements.
- Participate/serve on projects as assigned/required, including audits and/or assessments. Assist with providing information, data, and/or related information.
- The Development Officer is located on the HBOI campus; however, is required to travel and report to the main Institutional Advancement office in Boca Raton to actively participate in department meetings, trainings, and related events regularly (biweekly and/or monthly).

## FAU Benefits and Perks

If Benefits & Perks are important to you, then FAU is the place to be! Working at FAU has its perks! In addition to helping drive change and having a positive impact by supporting our students, staff, and faculty, FAU offers:

- Excellent benefit packages including Medical (PPO/HMO \$50 per month single & \$180 per month family), Dental, Vision, Life Insurance, Flexible Spending plans, Employee Assistance Program (EAP) and much more.
- State retirement options including tax-deferred annuities and Roth 403(b) plans.

- State employees Public Service Loan Forgiveness (PSLF) program - <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>
- Flexible work arrangement plans - [https://www.fau.edu/hr/employee\\_relations/flexwork.php](https://www.fau.edu/hr/employee_relations/flexwork.php)
- Sick Leave Pool Program.
- Paid time off (eligible employees) including vacation and sick leave, 1 personal day, 9 paid holidays, and paid winter break (at President's discretion)!!
- Paid Community Engagement Volunteer Service Day - [https://www.fau.edu/hr/files/COMMUNITY\\_ENGAGEMENT\\_VOLUNTEER\\_LEAVE4-2015.pdf](https://www.fau.edu/hr/files/COMMUNITY_ENGAGEMENT_VOLUNTEER_LEAVE4-2015.pdf)
- Employee Educational Scholarship Program (EESP) for eligible Staff/Faculty - Tuition assistance after 6 months of full-time employment. For in-unit faculty, the EESP program may be extended to spouses and dependent children (eligibility rules apply).

For details on FAU's amazing offers visit us at <https://www.fau.edu/hr/benefits/index.php>

#### Minimum Qualifications:

A bachelor's degree with six years of related development experience or a master's degree with four years of development related experience is required for appointment. Development experience in higher education is strongly desired. Contingent upon educational qualification and experience, appointment may be at the Director level or Senior Director level.

The Director of Development will work both independently and with other administrators, faculty, staff, and community and business leaders and prospects. Professional acumen to collaborate, interact, and communicate in providing comprehensive guidance and direction, including public speaking experience (to inform on trends and updates to a dynamic and wide audience of constituents), will be valuable for this role.

Salary Range: \$170,000-\$190,000

Salary will be commensurate with experience.

Full-time, FLSA Exempt

College or Department: Division of Institutional Advancement

Location: Harbor Branch (HBOI)

Work Days and Hours: 8:30am to 5pm, M-F. Contingent on activities and initiatives, evening, and weekend hours along with travel both in and out of the state are expected.