



**Concordia**  
UNIVERSITY • SAINT PAUL

275 Syndicate Street North  
St. Paul, MN 55104-5494  
651-641-8846 or fax 651-641-8782

**Date of Notice: January 23, 2012**

**Announcing the Availability  
of the Following Position:**

**Director of Development**

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**In the Department of University Advancement**

**Position Responsibilities:** The Director of Development will provide leadership, strategic direction, management and coordination, as well as field operations, for the major gifts fundraising efforts at Concordia University. The Director will work with other senior staff and key volunteer leadership in the areas of communications, Alumni Relations, stewardship relations, fiscal management, Church Relations and the Annual Fund to achieve the fundraising goals of the University.

**Qualifications:**

- Bachelor's degree required; advanced degree preferred. Preference given to graduates of the Concordia University system.
- Clear understanding of confessional Lutheranism and commitment to the mission and priorities of Concordia University.
- Strong relationship development skills and interests.
- Minimum of 10 years of successful senior-level fundraising experience.
- Fundraising team management experience is preferred.
- Strong knowledge of and experience with gift planning.
- Strong communication skills, both written and oral.
- Good organizational skills with facility for managing several projects simultaneously.
- Experience with a well-developed prospect management system
- Ability to work independently within established guidelines and to meet frequent deadlines.
- Ability and desire to work as a strong team member.
- Ability and willingness to travel frequently and for evening and weekend work.

**Additional Information:**

Classification Level:	Exempt (salaried)
Full Time Equivalent:	100%
Benefit Eligibility:	Full benefits
Salary Range:	Negotiable
Application Deadline:	February 6, 2012 or until position is filled

**Please send a letter of interest and a current resume to:**

Via e-mail (preferred): [StaffSearches@csp.edu](mailto:StaffSearches@csp.edu)

Via postal mail: **Human Resources  
Concordia University  
275 Syndicate Street North  
St. Paul, MN 55104-5494**

Via facsimile: **651-641-8782**

**Concordia University-St. Paul is an Equal Opportunity Employer**

See our website at <http://www.csp.edu/employment/>  
or learn more about Concordia University-St. Paul at <http://www.csp.edu/>