



**Director of Development**  
**Foster College of Business Administration**

The division of Advancement seeks an energetic, highly motivated, donor focused, results-oriented fundraising professional to lead the major gift fundraising efforts for the Foster College of Business Administration. The fundraising environment at Bradley requires teamwork, a can-do attitude, perseverance, optimism and the ability to think strategically and creatively. Bradley is engaged in a multi-year, \$150 million fundraising campaign, The Campaign for a Bradley Renaissance, and is looking for an individual to assist in the successful completion of this important effort. The director of development reports to the Senior Executive Director of Development and works in coordination with the Dean of the Foster College of Business Administration to maximize private support to the University.

Founded in 1897, Bradley University is a distinctive, medium-size comprehensive, private institution of higher learning. The University is located on an 85-acre campus in Peoria, the largest metropolitan area in central Illinois. With approximately 5,000 undergraduates and 800 graduate students, Bradley offers the opportunities and choices of a larger university (with over 130 programs in five colleges, including the traditional liberal arts and sciences as well as programs in communications, business, engineering, education and the health sciences plus a graduate school) and the quality, personal attention and challenge of small private college. With over 60,000 alumni, Bradley is rich in tradition and full of promise to become one of the nation's best comprehensive universities. Visit [www.bradley.edu](http://www.bradley.edu) and [www.bradley.edu/fcba/](http://www.bradley.edu/fcba/) for additional information about the University and the Foster College of Business Administration.

**Characteristic Duties and Responsibilities:**

- Cultivate and nurture prospect relationships that result in major gift commitments.
- Identify, qualify, and manage a portfolio of approximately 175-200 prospects with the goal of garnering, retaining, and maximizing major gift support.
- Gather data, assess prospects, and develop strategies designed to realize the current and life-time giving potential of prospects.
- Ensure consistent and appropriate contact, facilitate or make solicitations, and ensure effective stewardship.
- Conduct a minimum of 165 personal visits with prospects and donors per year.
- Comprehensive understanding of the priorities of the University and make a persuasive verbal and written case for supporting key programs and projects, effectively matching the interests of prospects to specific University needs.
- Meet regularly with advancement colleagues to coordinate and execute strategies, and use experience and knowledge to build consensus.
- Develop and maintain relationships with faculty and administrators.
- Perform other duties as required or assigned.

Qualifications:

- Bachelor's degree required.
- Preference given to those with a proven track record of fundraising success.
- Fundraising experience in higher education is preferred.
- Highly effective verbal and written communication and interpersonal skills.
- Willingness to travel, and work evenings and weekends when necessary.
- Excellent relationship building and volunteer engagement skills.
- Ability to work with internal and external constituencies, including individuals with high influence and affluence.
- Demonstrated commitment to working in a culturally diverse environment.

Qualified candidates should submit cover letter addressing qualifications of the position, resume, and complete contact information for three professional references electronically to [jmd@bradley.edu](mailto:jmd@bradley.edu) or via direct mail to:

Director of Development—Foster College of Business Administration  
Bradley University  
203 Swords Hall  
Peoria, IL 61625

To ensure full consideration, application materials should be received by August 7, 2009. Review of applications will begin immediately and continue until position is filled.

Bradley University is an Equal Opportunity/Affirmative Action Employer. The administration, faculty and staff are committed to attracting qualified candidates from underrepresented groups.

