

Position Description
Regional Development Director
Northern Field Operations
United Negro College Fund

The United Negro College Fund, the world's largest and most successful minority higher education assistance organization, seeks a new Regional Development Director to lead their fundraising efforts in Illinois and Indiana. Based in Chicago, the new Director, a visionary strategic thinker with passion, drive, and creativity, will work in a dynamic team environment to develop and support groundbreaking and innovative funding initiatives and programs to aid deserving students and support UNCF's 39 member colleges.

Background

The United Negro College Fund (UNCF), headquartered in Fairfax, Virginia, is the nation's largest, oldest, most successful and most comprehensive minority higher education assistance organization. UNCF's mission is to enhance the quality of education by providing financial assistance to deserving students, raising operating funds for member colleges and universities, and increasing access to technology for students and faculty of historically black colleges and universities.

The UNCF provides operating funds, scholarship awards and technology enhancement services for 39 member colleges and universities. To date, they have funded scholarships and internships for approximately 65,000 students matriculating at more than 900 institutions. Among the 400 scholarship and fellowship programs administered by UNCF, the most significant program is the Gates Millennium Scholars (GMS), the world's largest private scholarship, funded in 1999 by a \$1 billion grant from the Bill & Melinda Gates Foundation, providing 20,000 talented, minority students over the next two decades with an opportunity to complete their college education. Seven years later, in response to the extraordinary success of the program, the Bill & Melinda Gates Foundation granted an additional \$500 million to the United Negro College Fund GMS program. In spring 2006, UNCF launched the Institute for Capacity Building, a \$125 million initiative to strengthen the capacity of the 39 member institutions in the areas of fundraising, enrollment, retention, academic programming, faculty development, fiscal management, historic preservation of campus facilities, executive leadership, and governance.

Noted UNCF alumni include Dr. Martin Luther King, Jr. (Nobel laureate and civil rights leader), Dr. W.E.B. DuBois (writer and scholar), John Lewis (civil rights leader and U.S. Congressman), the Honorable Hazel O'Leary (former U.S. Secretary of Energy and president of Fisk University), Dr. David Satcher (former U.S. Surgeon General), and Dr. Marian Wright Edelman (founder and president of the Children's Defense Fund).

Current Situation

As part of its development efforts, UNCF administers 25 field offices at various locations in the United States within three principal territories: Northern Field Operations, Southern Field Operations, and Western Field Operations. Each territory is led by a Senior Vice President (or Vice President), reporting directly to John P. Donohue, Executive Vice

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President for Development, and overseeing an executive staff of regional directors of corporations, foundations, special events & initiatives, major gifts, workplace giving, and a team of Regional Development Directors supervising the performance-driven area and field offices.

Within the Northern Field Operations, there are 13 field offices covering 14 major metropolitan cities. James Alston, Senior Vice President of the Northern Field Operations, leads and oversees the regional development team and five Regional Development Directors based in Detroit, Minneapolis, Washington, D.C., New York, and Chicago. The revenue base of the Northern Field Operations consists of a mix of private and public support from corporations; corporate, private, and community foundations; legacy donors; churches; groups and unions; individual donors; special events; sponsorships; and corporate and public employee campaigns.

In FY 2007 (April 1, 2006 - March 31, 2007), the Illinois and Indiana development teams raised approximately \$6.8 million in funds (\$5.6 million in Chicago and \$1.2 million in Indianapolis) through its groundbreaking and innovative programs and initiatives garnering major corporate and foundation support, such as the “A Mind Is” Society (a leadership giving society), the Black & White Ball (raising over \$1.1 million in June 2007), “An Evening of Stars” Gala, Bowling for Scholars, and their productive workplace campaigns. Determined to have yet another successful year, the target goal for FY 2008 has been set for \$7.3 million.

Specific Role

The Regional Development Director (RDD), based in Chicago, oversees the operations and provides leadership to the UNCF’s development efforts in Illinois and Indiana. The RDD reports directly to the Senior Vice President (SVP) of Northern Field Operations and is responsible for conducting comprehensive, cost-effective fundraising campaigns. The RDD leads a dynamic and motivated staff of two Area Development Directors (ADD) and five development and administrative professionals in Chicago and Indianapolis and works to develop a shared sense of unity and mission. This visionary and creative leader with the UNCF development staff will share in the responsibility for raising millions of dollars each year, principally through a multi-dimensional funding platform of organizational and individual donations. The RDD maintains open and ongoing communications with the SVP of Northern Field Operations, providing complete and accurate activity reports, revenue forecasts, and situation analyses on a regular basis.

The new RDD will be a multi-talented individual capable of fulfilling the roles of organizational manager, mentor, donor steward, and experienced fundraiser. The new RDD will manage the regional team professionally to ensure compliance with UNCF policies, procedures, rules, and regulations. The RDD provides leadership, professional development, and mentoring as appropriate to help build development capacity among the UNCF staff. The RDD oversees the maintenance of current and accurate files on all donors and ensures timely and accurate communications between UNCF and its valued clients. The RDD conducts performance appraisals and recommends employment, termination,

promotion, and training and development of subordinates. This official travels within the Illinois and Indiana region to build and manage a portfolio of major donors and prospects, ensuring first-rate stewardship for all donors. Therefore, the new RDD must be a seasoned leader who has recruited, mentored, motivated and led a high performing development team.

The RDD must be a respected strategist with a strong local network of resources whose broad experience in corporate and individual donor cultivation will enable him or her to create innovative funding campaigns in concert with the SVP and other UNCF leaders. The RDD develops and implements development programs in support of local fundraising efforts. This official directs the designing and implementing of special fundraising events and develops creative approaches to identifying prospects, crafting gift opportunities, and engaging donors. The RDD plans and implements effective strategies to meet assigned individual and team revenue goals by forging new-name partnerships, significant renewed commitments from existing partners, and groundbreaking and innovative funding initiatives and programs.

As UNCF primary external spokesperson and executive liaison in all partnerships and alliances throughout the region, the RDD must be able to relate UNCF's mission and goals to potential funders in clear and compelling ways. Working closely with UNCF's national marketing leaders, the RDD coordinates all regional public relations and community marketing efforts. The RDD establishes and maintains close, direct contact with local corporations, government, community, church, and civic leaders to ensure continued support of UNCF's mission and programs. The RDD identifies and recruits campaign leaders and advisory board members and from corporate executives, state and city officials, and other business and community leaders. The RDD seeks high-quality referrals from executives and ensures thorough and professional follow-up. To successfully fulfill these duties, the new RDD must possess passion, creativity, energy, an entrepreneurial drive, and outstanding presentation and interpersonal skills.

Major Objectives

UNCF expects the new RDD to accomplish the following major objectives over the next 12-18 months:

- Lead the development team in Chicago and Indianapolis professionally and efficiently in a manner consistent with UNCF's mission, vision, and values;
- Continue to build a more comprehensive and diversified fundraising program, including corporate and foundation giving, individual giving, workplace initiatives, and special events and ensure that annual development goals are achieved;
- Work closely with the development team to plan and implement strategies and tactics to increase current efforts in individual giving and attract new individual donors, particularly from major donors;
- Evaluate the structure and performance of the development team and conduct a needs assessment of the resources, tools, procedures, staffing and organizational changes the offices require to fulfill UNCF's strategic objectives;

- Implement plans for organizing and improving the development goals of the field offices and substantially increase funding from individual donors and organizations annually.

Professional Qualifications

The following qualifications are required in the new RDD:

- Bachelor's degree from an accredited four-year college or university;
- Ten years or more professional experience in fundraising, marketing, or public relations, with an exceptional and proven track record of fund development;
- Experience in recruiting, managing, mentoring, and motivating a high performing development team and project staff.

The following qualifications are preferred in the new RDD:

- Master's degree from an accredited university;
- Demonstrated success in the cultivation of strong donor relationships that result in major gifts and corporate and foundation grants;
- Broad knowledge of non-profit fundraising concepts and techniques with experience in small and large markets;
- Willingness to travel and work nights and weekends for special events;
- Ability to think creatively and strategically about engaging and soliciting donors;
- Results-driven, self-motivated, self-accountable, highly-organized and able to work autonomously;
- Proficiency in Microsoft Office and a working knowledge of current financial and fundraising software, particularly FundWare and PledgeMaker.

Personal Characteristics

The following characteristics are preferred in the new RDD:

- Passionate commitment to the mission, vision, and values of UNCF;
- Self-starter capable of developing creative solutions with minimal supervision or guidance;
- A team leader inspiring respect and trust from staff, including them in planning and decision-making and assuming full responsibility for their activities;
- Positive outlook, self-confidence, patience, and force of will that produces results and focuses on resolving conflicts without blame;
- Goal-oriented, project-oriented, and achievement-oriented;
- Entrepreneurial approach to identifying new donors and funding sources;
- Client-focused professional who can manage challenging customer situations;
- Healthy respect for colleagues, employees, and superiors;

- Excellent interpersonal skills, including ease and skill in cultivating relationships with people of diverse backgrounds, ages, and circumstances;
- Excellent communication skills with an ability to persuade;
- Strong analytical and problem-solving skills with ability to identify and resolve problems in a timely manner;
- Strong sense of honor and integrity;
- Sense of humor.

Accommodation

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Compensation

A highly competitive compensation package is offered with salary negotiated based on experience. The position also offers a comprehensive benefits package.

Application

Please forward resumes and appropriate material immediately to:

Patrick Chizeck
The Boulware Group
625 North Michigan Avenue, Suite 422
Chicago IL 60611-3172
Phone: 312-322-0088
Fax: 312-322-0092
E-mail (preferred): resume@boulwareinc.com