



NATIONAL COLLEGIATE INVENTORS & INNOVATORS ALLIANCE

**Director of Development
Job Announcement**

www.nciia.org

National Collegiate Inventors & Innovators Alliance (NCIIA) develops, delivers, conducts research on and funds experiential learning in technology innovation, invention and entrepreneurship for colleges and universities, their faculty, students and emerging venture teams to create viable and socially beneficial innovations and businesses. NCIIA provides financial and advisory support, resources, networking opportunities and curricular materials to faculty and student technology innovators. NCIIA is a national organization initiated by the Lemelson Foundation and funded by philanthropies, government, corporate sources and through program and membership fees and other sources.

Reporting to and in partnership with the Executive Director (ED), the Director of Development (Director) will spearhead development efforts as NCIIA continues to grow. A new position in the organization, the Director will have the opportunity to build the development function.

Position Overview

The Director is responsible for leading and managing substantial annual growth in foundation, corporate and government grants, initiating an effort to attract gifts from individuals and past program beneficiaries, and for the design of new strategies to attract sustaining support for a growing portfolio of NCIIA programs. We are seeking an entrepreneurial, results-oriented, and mission-driven development professional with a demonstrated track record of accomplishment.

Duties

- Develop, implement and participate in all aspects of the fundraising process, including: strategy development; case-for-support design; prospect research identification, engagement and cultivation; gift solicitation; donor stewardship and recognition; proposal preparation, submission, follow-up and monitoring; establishment and execution of relationship management system for institutional and individual donors; and outcomes-based reporting.
- In concert with the ED, senior staff and board members, define annual and multi-year fundraising strategies and plans to support NCIIA's comprehensive strategic plan.
- Expand NCIIA's foundation and public funding sources by developing and executing a comprehensive and effective identification, qualification, cultivation, and stewardship process to solidify relationships with foundations and government agencies in order to secure multi-year, six- and seven-figure awards.

- Build and maintain relationships with individual and prospective donors to find the intersection between their philanthropic interests and the needs and opportunities at NCIIA in order to successfully secure funding for the organization.
- Use emerging philanthropic tools and technologies, and lead their implementation to build a culture of philanthropy throughout NCIIA.
- Lead, manage and motivate staff, colleagues and volunteers to achieve goals.
- Serve as a persuasive advocate for NCIIA to a variety of constituents.

Qualifications

- Bachelor's degree required, advanced degree preferred with significant achievement and demonstrated success in the not-for-profit and/or private sector and experience working in a fast-paced, dynamic and entrepreneurial environment.
- Excellent strategic thinking and operational skills, abundant energy, creativity and drive with intellectual curiosity and passion.
- Superior written, verbal and interpersonal communication skills, and excellent organizational, time-management and closure skills. Technologically adept and able to manage multiple projects simultaneously.
- The ability to build, cultivate and leverage personal and professional networks, develop and deliver successful presentations and collaborate, negotiate and solicit effectively.
- A team player with a passion for NCIIA's mission and vision.
- Self-motivated and goal-driven with the ability to translate strategic thinking into targeted goals and actions.
- Commitment to regular travel and participation in occasional evening and weekend activities.

Experience

- A minimum of five years of progressive experience in multifaceted development work.
- Knowledge of and experience with the relevant development landscape.
- Demonstrated success in prospecting, cultivating, soliciting and closing for various donor constituents on a national level, especially in the realm of private and corporate foundations and government funding.
- Demonstrated success in developing and managing budgets.

- Proven leadership in managing staff and external partners with a track record of initiating, cultivating and managing relationships with key stakeholders and constituencies including knowledge of foundations, other funders and networks in the sector; proven front-line fundraising ability with successful high-level, grant-seeking and lifecycle management experience.

Independent Action

- Functions independently to represent and advance NCIIA activities with private and public funders and program partners.
- Manages and coordinates projects and events, organizes and maintains records and data management systems.
- Develops and implements processes and programs to raise organization's profile in the field, and works proactively to support NCIIA's long-term strategy and objectives.
- Ensures that the activities of NCIIA with respect to its development and fundraising activities align with the organization's mission and adhere to ethical guidelines, as well as relevant rules, regulations and procedures.
- Actively engages with funding sources, including foundations and other sources of capital, to secure ongoing funding for the program.

Supervisory Responsibility

- Manage direct NCIIA staff in direct and matrix relationships.
- Manage relevant external consultants and contractors as required.

Compensation & Benefits

- Competitive compensation commensurate with experience and accomplishments.
- Excellent medical, dental and life/disability insurance coverage
- 25 days annual paid leave plus paid holidays and sick leave
- Eligible for 403(b) retirement plan with generous employer contribution
- Opportunities for professional development and growth

CONTACT: Nominations and expressions of interest will be held in confidence and may be sent to:



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NCIIA is an equal opportunity/affirmative action employer. NCIIA does not discriminate against job applicants or employees on the basis of race, color, gender, sexual orientation, gender identification or expression, genetic information, age, religion, national origin, veteran or disability status.