

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Director of Major Gifts
University Advancement
Regular Full-Time Position
Position Number 631105**

General Description

The Director of Major Gifts reports directly to the Executive Director of University Advancement. The focus of this position is the identification, cultivation, solicitation and stewardship of major donors but also includes assistance with the total University fund-raising effort.

Primary Duties and Responsibilities

- Participate in planning and implementing a strategic plan to acquire significant major gifts.
- Identify, cultivate and solicit major donors for all areas of the University.
- Participate in all aspects of the gift cycle:
 - Initiate contacts with potential major gift donors.
 - Develop appropriate cultivation strategies to include working with volunteers.
 - Move potential donors in an appropriate and timely fashion towards solicitation and closure.
 - Make solicitations when appropriate.
 - Maintain stewardship contacts with donors, adhering to the highest ethical standards.
- Work collaboratively with and in support of volunteers, Advancement staff and other University representatives to cultivate and solicit donors for University-wide priorities.
- Work collaboratively and strategically with the University President, other fundraising professionals, faculty and volunteers.
- Assist in all special University fundraising events.
- Participate as a team member in developing a cultivation plan for all University donors.
- Participate as a team member with hosting all special University events.
- Work closely with the Executive Director in planning strategy and stewardship of major donors.
- Assist with alumni and athletic events as requested.
- Attend University events as deemed important for cultivation.
- Participate in campus, community and civic functions as appropriate.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.) and SungardHE Banner.
- Ability to communicate effectively and appropriately in a very positive manner with all of the University's various publics.
- Ability to maintain confidentiality of records and information.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to detect and correct grammatical and spelling errors in written correspondence.
- Ability to maintain files accurately, in paper and in software programs.
- Ability to handle multiple tasks simultaneously.
- Ability to travel extensively.
- Ability to manage a portfolio of primary prospects.
- Ability to convey sensitivity to needs of donors.

Essential Functions continued

- Ability to work closely as a team member with Advancement staff and in the overall fundraising activities of the University.
- Ability to work nights and weekends as necessary, including attendance at a variety of events.

Required Minimum Qualifications

- Bachelor's degree.
- Three to five years' experience in fundraising.
- Strong public speaking, written communication and public relations skills.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Experience in fundraising or alumni at the university level.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS