### Job Opportunities

**University of the District of Columbia (UDC)**

<table>
<thead>
<tr>
<th>Position:</th>
<th>Director, Development</th>
<th>Announcement Number: 06-54</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary Range:</td>
<td>AD-340-04/01 $64,043 - $78,767 Per Annum</td>
<td>Date: 08-21-06</td>
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<tr>
<td>Location:</td>
<td>Van Ness Campus</td>
<td>Closing Date: Open Until Filled</td>
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<td>Areas of Consideration:</td>
<td>Nation-wide</td>
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<td>Responsible to:</td>
<td>Vice President, University Relations</td>
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**Brief Description of Duties**

Designs and implements annual and special campaigns, manages a portfolio of special gift prospects, manages daily activities for the UDC Foundation and ensures effective staff interaction with the Foundation’s asset management firm, accountants, and auditors.

Establishes and strengthens relations with key individuals as identified by the University President, trustees and directors; coordinates and cultivates solicitation opportunities with these individuals.

Develops and maintains a strong presence with the area business community in an effort to enhance the University’s image locally; creates opportunities (e.g., internships) to link businesses and corporations with the University’s programs and achieve their support.

Identifies and targets major funding prospects and plans, organizes and directs solicitation programs.

Supervises staff responsible for gift processing including gift and donor acknowledgement; ensures systematic identification of viable prospects for the University.

**Qualifications Required**

A bachelor’s degree and one year of specialized experiences is required. A master’s degree is preferred. The one year of specialized experience must be equivalent at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.

(see reverse side)
All candidates will be considered without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit a UDC application and résumé to:

Ms. Hattie Rogers  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008