Position: Director, Development

Salary Range: AD-301-07/01/-04 $48,590 – $54,215 Per Annum

Location: Van Ness Campus

Areas of Consideration: University-Wide

Responsible to: Dean, School of Law
David A. Clarke, School of Law
Vice President, Academic Affairs

Brief Description of Duties

Engages in research to identify private, alumni, corporate and government donors, foundations, application procedures, and funding cycles requisite to building a broad-based fundraising capacity supporting the School of Law.

Creates and updates computerized donor data files.

Corresponds with appropriate foundation professionals to develop and sustain productive working relationships to support law school fundraising.

Assists the Dean in improving the public image of the School of Law and its programs.

Prepares and submits proposals and grant applications.

Qualifications Required

A Bachelor’s degree and one year of specialized is required. The one year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience I 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 as described above.

(see reverse side)
All candidates will be considered without regard to race, color, religion, national origin, sex, age, martial 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 UDC Professional application and résumé to:

Ms. Isabelle McMillian  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-12  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008