

# Director of Institutional Development

**Exempt (Pay grade 15: \$79,044 - \$120,144)**

**Minimum Education/Experience**

- Master's degree in relevant field
- 8 years relevant experience (with 5 years managerial experience)

Areas of Responsibility	Complexity	Impact of Decisions
Scope of Work	<ul style="list-style-type: none"> <li>• Conceptualizes, implements, and supports activities related to developing institutional funding and strategies for developing new revenue streams, ensuring that work is carried out within defined parameters, and making modifications when required.</li> <li>• Normally receives general direction on planning and carrying out new assignments.</li> <li>• Anticipates the environment, direction, and timing of funding opportunities, and proposes strategies for mobilizing available expertise to take advantage of such opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions significantly impact institutional capacity to compete and provide services.</li> <li>• Decisions significantly impact institutional capacity to develop new funding streams.</li> </ul>
Budget/Financial accountability	<ul style="list-style-type: none"> <li>• Serves as budget authority for all activities related to development of institutional resources.</li> <li>• Participates in decisions that impact institutional spending.</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions significantly impact the cost effectiveness of institutional development activities.</li> </ul>
Institutional resources and relationships	<ul style="list-style-type: none"> <li>• Serves as spokesperson for all institutional development activities.</li> <li>• Participates in the development of new streams of revenue.</li> <li>• Serves as liaison to potential funders.</li> <li>• Plans and promotes a vision for maintaining and expanding the institutional resource base.</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions significantly impact the institution's access to opportunities and resources.</li> </ul>
Staff leadership	<ul style="list-style-type: none"> <li>• Leads and coordinates the activities of teams of exempt and non-exempt staff.</li> <li>• Provides leadership, mentoring, coaching, and assessment for team(s) of exempt and non-exempt staff.</li> <li>• Provides mentoring and coaching to colleagues across the institution.</li> </ul>	<ul style="list-style-type: none"> <li>• Decisions significantly impact the quality and productivity of the work environment.</li> </ul>