The Colorado School of Mines Foundation is expanding and enhancing its development staff in preparation for a major fund-raising campaign and is seeking experienced and highly motivated professionals to join its team. Our culture requires teamwork, a can-do attitude, perseverance, optimism and the ability to think strategically and creatively.

**Associate Vice President for University Advancement:** This position requires a motivated self-starter who enjoys working in a fast-paced environment to build mutually supportive relationships with alumni, staff and friends. The AVP is the senior manager responsible for the internal operations of the advancement office. The AVP will manage the day-to-day functions of the office and have management oversight of advancement services, individual, corporate and foundation giving programs, as well as budget and strategic planning. The AVP is responsible for strengthening and expanding the capabilities of the advancement office and ensures that staff and the Foundation Board of Governors are supported with plans, measures, analysis and reports.

Qualifications: Minimum of a Bachelors degree in a related field, advanced degree preferred. Requires a minimum of 15 years successful and progressively responsible work experience, preferably in managing programs and operations. Preference for significant experience in advancement/development operations, preferably in a university environment; or relevant marketing/sales environment. Position may include travel.

**Director of Major Gifts:** The director serves as a senior development officer and is responsible for leading, directing, planning, organizing, and coordinating the major giving program for the University including: managing a portfolio of prospects; providing management of the major gift officers including strategic advising, goal setting, training, and performance evaluation; and coordinating; and implementing a Moves Management© system to ensure the effective and productive management of major gift prospects. In addition, the Director participates in Mines Foundation initiatives. The Director reports to the Assistant Vice President – Individual Giving.

Qualifications: Minimum of a Bachelor’s degree in a related field required; Continuing education in the fundraising and development field is preferred. Minimum of 6 years experience in major gift solicitations; 10 years related and progressively responsible experience in fund raising, public relations, marketing or sales; experience with preparation of and presentation of case statements; strong verbal and written communication skills; and ability to manage talented advancement professionals. Preference for experience in a comprehensive development program and in higher education; capital campaigns; and planned gift fund-raising. The position requires travel.

Colorado School of Mines is a highly selective public research university devoted to engineering and applied science. Mines has distinguished itself by developing a curriculum and research program geared towards responsible stewardship of the earth and its resources. The world faces a crisis in balancing resource availability with environmental protection and Mines and its programs are central to the solution. The Colorado School of Mines Foundation advances the school through relationship development, fund-raising, and asset management. The Foundation is a nonprofit 501 (c) (3) organization and is overseen by a Board of Governors who set the mission and policies. Additional information may be found at [http://www.mines.edu](http://www.mines.edu) and at [http://giving.mines.edu](http://giving.mines.edu).

Salary is competitive. Position is open until filled. Qualified candidates should submit letter, resume, and three references to Colorado School of Mines Foundation, PO Box 4005, Golden, CO 80401-0005 or email in Word format to dell.boyd@is.mines.edu. We are an Affirmative Action, EOE.