Minimum Qualifications
- Bachelor's degree in a related field AND five years successful professional development and/or fundraising related experience, preferably in higher education: OR, Any equivalent combination of education and/or experience from which comparable knowledge, skill and abilities have been achieved.

Desired Qualifications
- Demonstrated knowledge of principles and techniques of development/fund raising, including corporate and/or foundation fundraising;
- Experience in marketing and/or persuasive management.
- Experience managing multiple projects simultaneously and meeting continuous deadlines including planning and directing fundraising activities.
- Evidence of excellent verbal and written communication skills in establishing and maintaining good public relations and effective working relationships.
- Evidence of strong organizational skills and attention to detail.

Working Environment
- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse.
- Stand for varying lengths of time and walk moderate distances to perform work.
- Frequent bending, reaching, lifting, pushing and pulling up to 25 pounds.
- Regular activities require ability to quickly change priorities, which may include and/or are subject to resolution of conflicts.
- Provide complex assessments, metrics, create and calculate budgets, maintain and track expenses.

Department Statement
- The W. P. Carey School of Business at Arizona State University is one of the largest business schools in the United States with more than 13,000 students pursuing undergraduate, master’s, and PhD degrees.
- Solutions for the planet mean developing problem-solvers from around the globe. From our world-renowned faculty representing six continents to thousands of outstanding students who join us every year from around the world, the W. P. Carey School welcomes diversity and encourages global thinking.
- “The W. P. Carey School of Business creates leaders who... Rethink the nature of business, Engage the world, and Create a better future.”

ASU Statement
- Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 90,000 students in metropolitan Phoenix, Arizona, the nation’s fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit [www.asu.edu/tobaccofree](http://www.asu.edu/tobaccofree). AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Employment Verification Statement
- ASU conducts pre-employment screening which may include verification of work history, academic credentials, licenses, and certifications.

Background Check Statement
- ASU conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful passing of the background check.

Instructions to Apply
- Application deadline is 3:00PM Arizona time on the date indicated.
Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.