

**Metropolitan State University of Denver**  
**ADVANCEMENT FACULTY FELLOW, UNIVERSITY ADVANCEMENT**  
**AY2324**

**SUMMARY:** University Advancement faculty fellows will work closely with and report to the Vice President of University Advancement (UA) to further the University's mission, strategic plan, and campaign while developing their leadership and expertise in philanthropy. Fellows will also serve as liaisons to academic colleges, schools, and departments across the University with attention to growing relationships as MSU Denver seeks to cultivate a culture of philanthropy across campus.

UA faculty fellows will work closely with department leaders overseeing major gifts and donor relations, alumni engagement and annual giving, events, and corporate and foundation relations. They will also spend time with the VP and CFOO of the Foundation exploring leadership, strategy, and financial management/investment. The faculty fellows will gain a comprehensive understanding of Advancement, the donor cultivation process, leadership, financial management and investment strategies, which will serve their academic careers and the institution. They will also work with the VP to develop a project that serves the needs of Advancement while also furthering the professional goals of the fellow.

Over the course of the academic year, fellows will have various responsibilities related to specific areas of the University Advancement division and complete these duties while acquiring and cultivating their own skills.

Specifically, faculty fellows will work with leadership in:

- **Corporate and Foundation Relations** to understand the goals and objectives of corporate partners and foundations and how an investment in MSU Denver can further those goals; collaborate with campus partners (staff and faculty), students, and senior leaders to coordinate effective meetings; learn how to write effective proposals for financial support; understand post-award stewardship techniques, including periodic engagement efforts and writing grant reports; and learn how to research corporations and foundations and identify a possible fit with MSU Denver.
- **Major Gifts and Donor Relations** to learn how to identify donor prospects and “qualify” a donor through conversations that explore their inclination and ability to fund a major gift; help set up, prepare donor briefings, and participate in donor visits on- and off-campus; assist with donor follow-up efforts, including site visits, meetings with faculty/students, and assembling additional information on initiatives; support preparation of solicitation proposals and participate in solicitations; assist with development of donor agreements and gift intention forms; learn how to use Raiser's Edge and input information on “donor actions;” learn the basics of planned giving; and understand and participate in the strategies UA is using to steward gifts, communicate with donors, and connect them with their gifts and impact.
- **Alumni Engagement and Annual Giving** to learn the various strategies Advancement is utilizing to engage alumni at MSU Denver, including connecting with faculty and departments; assisting with the implementation of engagement events; and learning about annual giving.
- **UA Leadership and Financial Management/Investment** to partner with the VP on leadership, strategic management, and cultural development of teams, and develop a culminating project that will serve both the division and professional goals of the fellow.

**QUALIFICATIONS:** Interested faculty will demonstrate interest in strengthening their fundraising, donor relations, and engagement skills. Desire to leverage these skills in a leadership role within higher education is preferred. Strong computer skills (e.g., word processing, databases, Access, Excel, etc.) and experience

performing fundamental research activities to include qualitative and quantitative data analysis are desired. Excellent verbal and written communication skills are desired.

**RANK & SALARY:** 1 Unit (3 credit hours) release time per semester; \$5000 stipend (\$2500 per semester)

**APPOINTMENT:** A commitment of 15 hours/week during Fall 2023 and Spring 2024 semesters

**DEADLINE:** Applications must be submitted to Dr. Samuel Jay, Director of Faculty Affairs, via email ([sjay@msudenver.edu](mailto:sjay@msudenver.edu)) by Friday, May 5 and should include an up-to-date résumé or CV as well as a letter of interest.

*Applicants should discuss with their department chair prior to submitting their application.*