



## POSITION VACANCY ANNOUNCEMENT

### Office of Development

Senior Development Specialist  
(College of Engineering and Applied Science)  
Full-time

The UWM Office of Development at the University of Wisconsin-Milwaukee seeks a senior development specialist for the College of Engineering and Applied Science. As a member of the professional development staff, supervised by the Director of Major and Planned Giving, the senior development specialist will be responsible for executing prospect identification, cultivation, solicitation and stewardship activities, which have as their objective the development of short and long-term philanthropic support of the University.

The candidate will work closely with the Dean of the College of Engineering and Applied Science to seek private financial support. Duties will include identifying and training volunteer leaders as needed to achieve individual major fundraising goals; preparing letters, case statements, and proposals supporting the College's private philanthropic major and planned gift efforts; and representing the University at alumni/development functions as appropriate.

For more information about the College of Engineering and Applied Science, visit its website at <http://www4.edu/ceas>.

**Qualifications:** A bachelor's degree is required. Preferred candidate will have a minimum of three years experience in professional fundraising. Interested individuals with commensurate experience in a related profession are welcome to apply. Candidates should have highly developed written and oral communication skills and evidence of success working effectively with diverse constituencies and in a team environment.

**Salary Range:** Commensurate with experience.

**Application Schedule:** Application materials must be received by November 30, 2008.

**To Apply:** Persons interested in being considered for this position must apply through the University of Wisconsin-Milwaukee Employment Site located at [www.jobs.uwm.edu](http://www.jobs.uwm.edu). Completed application materials must include a letter of application addressing educational and professional level work experience and knowledge as it relates to all required and preferred qualifications for the position, a professional resume, and the names and contact information for three professional references.

*The names of those nominees and applicants who have not requested that their identities be withheld and the names of all finalists will be released upon request.*

*The University of Wisconsin-Milwaukee is an affirmative action, equal employment opportunity employer.*

*For the UWM Security Statistics Report see <http://www.uwm.edu/Dept/OSL/CleryAct/CleryAct.html>, or call the Office of Student Life at 414-229-4632 for a paper copy.*

*All finalists for these positions will require a criminal records review consistent with the Wisconsin Fair Employment Act.*