

Assistant Athletic Director, Development

The University of Rhode Island Foundation & Alumni Engagement (URIFAE)

Overview:

The Assistant Athletic Director for Development leads, plans, and executes fundraising initiatives for the Athletic Department, reporting to the Associate Athletic Director for Development. The Assistant AD cultivates and manages a portfolio of 125+ donors and prospective donors with the inclination and capacity to make significant major gifts to URI. This position is primarily focused externally on the prospecting and cultivation of high-end donors and develops strategies to build and strengthen relationships with prospects and the University. The director works closely and collaborates with the Athletic Director, Associate Athletic Director/Director of Development and other URIFAE staff to best support the University's priorities and strategic initiatives through philanthropic giving.

Essential Duties and Responsibilities:

- Develop and implement comprehensive cultivation, solicitation, and stewardship strategies for individual prospects assigned. Work both independently and in concert with senior officers, other colleagues, and volunteers to implement strategies, including direct solicitation of gifts.
- Promote maximum involvement with and giving to the Athletic Department, including annual, capital, and planned gifts, from a portfolio of 125+ identified prospects.
- Develop solicitation and closure strategies of major gifts aligned with the Athletic Department and University fundraising priorities and campaigns, measured against the attainment of personal metrics associated with the position.
- Devise individualized involvement/engagement strategies for all prospects using a "top-down" approach to ensure that highest-rated prospects receive the most attention.
- Partner with the URIFAE Gift Planning office to devise an overall strategy for cultivating, soliciting and stewardship of planned gift donors.
- Work closely with the Athletic Director and Associate Athletic Director/Director of Development to clearly identify and communicate philanthropic priorities for the Athletic Department and staff the Athletic Director in his/her philanthropic contacts.
- Review and analyze the currently identified prospect pool to assess accuracy of research and amend and expand as appropriate.
- Advise the Athletic Director and Associate Athletic Director/Director of Development on prospect management issues, challenges, and opportunities that affect the division's effectiveness.
- Schedule appointments and oversee the preparation of necessary materials, including funding proposals, briefings for senior officers and board members when necessary, and scheduled stewardship reports, for all assigned prospects. Identify prospects to participate in specific events, committees, or other programs that promote the cultivation process.

- Partner with the URIFAE Donor Relations office to ensure stewardship is provided to donors on existing endowment and current-use funds.
- Respond quickly and effectively to strategic opportunities for increased prospect engagement.
- Provide support and guidance for development, advisory committee(s) or booster group(s) associated with the Athletic Department to ensure department-based fundraising initiatives are aligned with URIFAE fundraising expectations.
- Participate in signature events at the University that provide opportunities for strategic engagement with prospects and donors, including but not limited to Homecoming Weekend, Distinguished Achievement Awards, Leadership Summit, and athletic events.

Qualifications:

The ability to demonstrate leadership, take initiative, problem-solve, act independently and as a member of a team, successfully collaborate, handle multiple tasks simultaneously, and prioritize. Also, should demonstrate strategic thinking, good judgment, maturity, personal integrity, strong interpersonal skills, accuracy, and attention to detail. Excellent communication skills required, with the ability to present information concisely and effectively, both verbally and in writing. Some travel, as well as evening/weekend work, is required. Thorough knowledge of Microsoft Office including Excel, email products, and web browsers required.

If you do not fit all these qualifications, education, or experience, but believe you are still a great fit, feel free to apply and tell us why in your cover letter.

Education/Experience:

A bachelor's degree is required. A minimum of five years of development experience, preferably in higher education, is desired. The successful candidate will demonstrate measurable success in closing major gifts (\$50k or more) from alumni, friends, or organizations, and/or success in generating annual fund leadership gifts.

Salary Range: \$80,000-\$100,000, depending on experience.

Join the URIFAE team!

Join our growing team of advancement and engagement professionals. We offer competitive benefits, including medical, dental and vision, generous paid time off and retirement savings programs. One benefit that URIFAE does not take part in is the University of Rhode Island tuition waiver program.

URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Send your cover letter, resume and salary requirements to: URIFAE Attn: Leo Perrone, Director of Human Resources, 73 Upper College Road, Kingston, RI 02881 or email it to us at URIFAE-hr@etal.uri.edu.