

THE UNIVERSITY OF RHODE ISLAND FOUNDATION & ALUMNI ENGAGEMENT

Donor Relations and Engagement Specialist

Overview:

The donor relations and engagement specialist reports to the senior director of donor relations and engagement and assists with coordination and implementation of an institution-wide comprehensive donor relations and engagement program. The specialist focuses on donor acknowledgements, fund reporting, and stewardship initiatives that appropriately and consistently promote interaction with and recognition of University of Rhode Island donors at all levels. The individual works closely and collaborates with campus partners and other URI Foundation and Alumni Engagement (URIFAE) staff to best support the University's priorities and strategic initiatives through meaningful stewardship and engagement.

The ideal candidate is self-motivated and driven by a personal commitment to the highest professional standards in a team environment. This is an exciting opportunity for an experienced professional to contribute to the URIFAE team during an ambitious comprehensive campaign. This is a full-time, salaried, exempt position.

Responsibilities:

- Assists the associate vice president and senior director of donor relations and engagement in defining, implementing, and managing the donor relations and engagement programs for the University, with a focus on the donor acknowledgement process, fund reporting, and targeted stewardship initiatives.
- Prepare, edit, and personalize daily gift acknowledgement letters authored for the URIFAE president and URI president. Provide feedback on content, style, and format, researching contact report history and reaching out to prospect managers as necessary.
- Manage the accurate and comprehensive gift acknowledgment process for all gifts and various donor segments to the University and oversee the timely delivery of all acknowledgements.
- Assist in developing consistent standards and processes for colleges and units in their acknowledgement process and usage of the biweekly stewardship report.
- Support key stewardship initiatives including, but not limited to, first-time donor cards and ThankView usage.
- Coordinate and disseminate periodic fund updates in response to inquiries from URIFAE staff, deans, scholarship coordinators, and stewards regarding fund balances and disbursements available.
- Collaborate with URIFAE staff to identify, inventory, and provide impact stories such as student scholarship recipient testimonials for recognition at URIFAE events and in URIFAE publications and impact reports.

- Enhance and manage the scholarship student recipient thank you letter process including, but not limited to, student notification and follow up, acknowledgement review, and student self-video production to be sent to scholarship donors/stewards.
- Coordinate meetings between student scholarship recipients and their respective donors when requested by donors/stewards or prospect managers.
- Manage the administrative functions of the Office of Donor Relations and Engagement, including but not limited to the daily management of the scholarship management email, donor gift inventory, schedules, meetings and official events hosted by Donor Relations, correspondence, procurement of department supplies, and management of student workers.
- Participate in signature events at the University that provide opportunities for strategic engagement with prospects and donors, including but not limited to Homecoming, Parents and Family Weekend, Donor Appreciation Event, and other stewardship events.

Qualifications:

- Excellent interpersonal, verbal, and written communication skills;
- High proficiency with Microsoft Office Suite (Excel, mail merge functions required);
- Must be proactive, detailed oriented, and able to multi-task;
- Ability to work calmly and effectively with a positive attitude, and prioritize assignments in a fast-paced, high-production environment;
- Ability to meet deadlines while managing multiple projects;
- Ability to take on other duties as assigned on short notice;
- Expected to work with limited supervision, communicate status of projects, identify problems, and seek guidance from supervisor for resolving issues;
- Maintains confidentiality and exhibits discretion and professionalism;
- Ability to represent URIFAE with external stakeholders and work effectively with colleagues at every level including the URIFAE and URI presidents, members of the Board of Directors, and University trustees;
- Occasional nights/weekends for select events may be required.

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

Education/Experience:

A bachelor's degree required with a minimum of two to four years' experience, preferably in donor relations, stewardship, or related field.

Salary Range: \$45,000- \$55,000 annually, 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.

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