

Development Associate, Academic Initiatives (Health Team)
University of Rhode Island Foundation & Alumni Engagement

URI Foundation & Alumni Engagement (URIFAE) is seeking an innovative, energetic individual to serve as the development associate for URI colleges and institutes in the health space: Colleges of Health Sciences; Nursing; Pharmacy; Environment & Life Sciences; and the George & Anne Ryan Institute for Neuroscience.

Reporting to the director of development, academic health collaborative, and supporting the greater health team, the development associate will contribute to a strategic, comprehensive, and proactive fundraising program that reflects industry best practices and maximizes charitable contributions via comprehensive gifts. This position requires an entrepreneurial, creative, and energetic person to identify potential donors, secure meetings for URIFAE and college representatives, take ownership of select mass-appeal initiatives, and manage their own prospective donor portfolio.

This is an exciting opportunity for a talented and collaborative professional to contribute to the growth and maturation of URIFAE (URI's development organization), and optimize the philanthropic potential of the University's alumni, parents, and friends. The ideal candidate is passionate about public health and human wellness, naturally eager to learn about and promote URI's health-related colleges and institutes. S/he is self-motivated, highly organized, technologically savvy relationship builder who is comfortable interacting with the public in person and across multiple media.

Essential Duties and Responsibilities:

- Enhance prospect discovery and engagement to increase giving: 70% effort
 - Support the digital communications and targeted outreach of each college and URIFAE by resharing and posting alumni and donor stories and college highlights on social media sites to maximize giving, awareness, and engagement.
 - Work directly with gift officers to actively plan and execute targeted RhodyNow (annual fund) and special mass appeals.
 - Work with gift officers to devise individualized involvement/engagement strategies for all prospects to ensure that the highest-rated prospects and/or highest-affinity and inclination prospects receive the most attention.
 - Review and analyze the team's currently identified prospect pool and portfolio for regional or thematic visit opportunities.
 - Support prospecting outreach and trip planning in conjunction with the gift officers to fill open meeting times and maximize travel productivity.
 - Nurture relationships with prospects to cultivate a managed portfolio of 50 to 150 annual giving and leadership donors capable of making \$10,000+ gifts.
 - Provide personalized stewardship and assessment of all unassigned health-related donors, working with the team to determine next steps.
- Other responsibilities: 30% effort
 - Participate in, and support as directed, meetings and activities of designated college or institute advisory councils.
 - Partner with assigned gift officers and the Donor Relations Office to ensure appropriate, customized stewardship and/or impact reports as necessary, including digital stewardship communications and opportunities.
 - Assist with the production of travel materials, briefings, and proposals, and occasional database management as requested.

- Assist with the management of donors at signature activities, including but not limited to Day of Giving, Distinguished Achievement Awards, Dean's Basketball Suites, and assorted campaign and regional alumni or college engagement events.

Qualifications:

- Shares a commitment to the mission and values of URI and URIFAE and has a passion for improving the health and wellness of society through education, research, and clinical outreach.
- Excels in relationship building, possesses a high level of self-motivation, and is team-oriented.
- Poised, professional manner with the ability to express oneself clearly in all forms of communications.
- Intrinsically motivated; recognizes and seizes opportunities.
- Ability to work independently, problem solve, take initiative, set priorities, and handle multiple projects efficiently and effectively in a fast-paced deadline-driven environment.
- Demonstrated ability to maintain confidences and protect confidential information.
- Proven skills with Microsoft Office applications including Word, Excel, Outlook, and PowerPoint and other applications, programs, and databases, with a willingness to learn new technologies.
- Ability and willingness to learn more complex aspects of development work.
- Proven record of meeting performance expectations.
- Exceptional attention to quality and detail.
- Occasional travel, mostly local, as well as occasional evening/weekend work, will be required.

Education/Experience:

- A bachelor's degree and a minimum of two years of experience in fundraising, sales, business development, or related area.
- Competence in preparing and presenting detailed information and reports.
- Experience using and maintaining data in a customer relationship management (CRM) database preferred.
- Thorough knowledge of Microsoft Office Suite including Word, Excel, PowerPoint, and other Microsoft applications.
- Experience working with volunteer boards is preferred.
- Experience in higher education and/or healthcare is desired.

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.

Hiring Salary Range: \$55,000 to \$67,000 depending upon experience

Join 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.

We are pleased to offer a hybrid schedule for this position, three days in the office, and two days working remotely. One of the remote days will be either a Monday or Friday.

URIFAE provides equal employment and advancement opportunities to all individuals, and all employment decisions are based on merit, qualifications, and abilities. 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.

Applications:

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

URIFAE-hr@etal.uri.edu.