

## **Associate Director of Donor Relations & Engagement**

### **University of Rhode Island Foundation & Alumni Engagement**

#### **Overview:**

The associate director of donor relations and engagement designs, coordinates, and implements an institution-wide, comprehensive donor relations and stewardship program that appropriately and consistently promotes interaction with and recognition of University of Rhode Island donors at all levels. This key position enhances overall URI Foundation and Alumni Engagement (URIFAE) development efforts by strengthening and sustaining the University's relationships with alumni and non-alumni donors. The associate director collaborates with the URIFAE staff to best support the University's priorities and strategic initiatives through meaningful stewardship.

#### **Essential Duties and Responsibilities:**

- Design, document, and implement a centralized, integrated donor relations and stewardship program that utilizes best practices to maximize donor engagement, recognition, acknowledgment, and stewardship.
- Develop and assess policies and procedures that support comprehensive donor relations and stewardship programs. Maintain applicable donor relations metrics.
- Establish and manage information-tracking processes regarding acknowledgments, gift receipts, recognition, ongoing stewardship communications, and continued cultivation of past and current donors.
- Work collaboratively with each development officer to determine the best strategies for the effective stewardship of donors and assist the officers in establishing and coordinating individualized stewardship plans for donors.
- Implement comprehensive stewardship strategies for principal gift donors, ensuring a high level of engagement and satisfaction. Use data and analytics to assess the effectiveness of these efforts and make recommendations for improvement.
- Partner with the Office of Enrollment Services to maintain the scholarship database, (Blackbaud Award Management) including updating scholarship opportunities and donor profiles of privately funded, URIFAE-administered scholarships. Oversee and support the accurate and timely reporting to scholarship donors and fund stewards, including the student thank-you process. Assist in fund compliance and monitoring of unspent funds. Maintain relationships with college and unit-based scholarship coordinators.
- In addition to scholarships, develop reporting plans for donors who support areas such as endowed chairs and professorships, endowed academic programs, and select current-use funds, prizes, and awards.
- Collaborate with the URIFAE communications team to coordinate the execution of stewardship-related marketing materials. Identify opportunities to steward donors via print, web-based, and social media communications vehicles, and help identify specific donors for these opportunities.
- Serve as primary contact for all gift-related questions from donors by answering questions, solving problems, and maximizing engagement.

- Maintain ongoing and active networking with internal staff and campus partners, including but not limited to development officers, alumni engagement staff, senior leadership, and enrollment services.
- Supervise the donor relations specialist.
- 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, Day of Giving, and athletic events.

## **Qualifications**

- Strong professional, interpersonal, and team skills; tactfulness and flexibility in working with diverse populations.
- The highest degree of professionalism and discretion in dealing with donors and potentially sensitive matters of donor confidentiality is required.
- Excellent verbal and written communication skills, and phone/email manners. Strong grammar, spelling, and proofreading skills are essential.
- Ability to thrive in a fast-paced environment. Strong time management skills, ability to prioritize work under multiple deadlines, and to deal with frequent changes. Work on multiple projects simultaneously.
- Demonstrated ability to carry out complex verbal and written directions with accuracy and precise attention to detail.
- Willingness to work flexible hours to attend work events during evening and weekend hours, as required.

## **Education/Experience:**

- A bachelor's degree is required.
- Five to six (5-6) years of relevant experience in advancement (or a related field such as customer relations, sales, or marketing and communications). Campaign experience in higher education is preferred.
- Demonstrated writing experience is required.
- Familiarity with data management software is preferred.

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.

**Salary Range:** \$67,000 to \$80,000 depending on experience

## **Join the URIFAE team!**

Join our team of advancement and engagement professionals. We offer competitive benefits, including medical, dental and vision, generous paid time off, and unparalleled retirement savings programs. One benefit that URIFAE does not participate 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.

To provide equal employment and advancement opportunities to all individuals, employment decisions at URIFAE are based on merit, qualifications, and abilities. URIFAE does not discriminate in employment opportunities or practices based on race, color, religion, sex, pregnancy, national origin,

age, veteran status, physical or mental disability, sexual orientation, gender identity or expression, genetic characteristics, or any other characteristic protected by law.

**Applications:**

Send your cover letter, resume, and salary requirements to URI Foundation & Alumni Engagement  
Attn: Leo Perrone, Director of Human Resources, 79 Upper College Road Kingston, RI 02881 or email  
it to us at [URIFAE-hr@etal.uri.edu](mailto:URIFAE-hr@etal.uri.edu)

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