

Assistant Vice President for Development, Operations, and Strategy

The assistant vice president for development, operations, and strategy is a key position within the URIFAE, responsible for optimizing development operations to maximize fundraising efficiency and effectiveness. The position reports to the vice president for development and supports the VP in setting strategic operational goals, managing the flow of donor data to fundraisers, setting key performance indicators for the fundraising programs, ensuring financial accountability, and supporting the broader mission of the department and University.

Operations & Strategy

- Participates in the creation and execution of the strategic operational plans for Development that support URIFAE's long-term objectives, focusing on scalability, efficiency, and innovation.
- Monitors and reports on fundraising performance, identifying trends and insights to inform strategic decision-making and operational adjustments as needed.
- Supports the vice president for development in the creation of annual goals and metrics of the Athletic and Academic Initiatives (AAI), and gift planning and annual initiatives; prepares monthly and bi-annual goal assessments and coordinates the bi-annual performance evaluation process.
- Provides monthly cash flow forecasting and anticipated gift closures to the VP for development, the CFO, and VP for risk management.
- Identifies risk and potential challenges to the operational and strategic plans, and working together with the VP for development, creates contingency strategies and mitigates anticipated obstacles.
- Partners with the VP for development on the annual budgeting process for the Development unit, working closely with the CFO and VP for risk management and members of the AAI team to ensure alignment with strategic priorities and financial sustainability. Monitors expenses throughout the year to ensure team members stay on budget.
- Be aware of the importance of ethical standards and compliance with all relevant laws and regulations. Stays informed about trends and best practices in development operations and fundraising and appropriately incorporates these insights into operations.
- Assists in the onboarding and training of new development staff.
- Oversees the development writer to ensure that proposals and development communications clearly and effectively outline the philanthropic priorities.

Prospect Development & Research

- Oversees the Research and Prospect Development unit to ensure that they are closely aligned with the fundraising staff and are using current and best practice resources for research and prospect assignment strategy.
- In collaboration with key partners, creates, communicates, and manages a comprehensive and accountable fundraising process that builds portfolios with the highest-qualified prospects, creates effective plans for cultivation and solicitations, and sets high-performance standards.

- Develops and manages tracking systems for prospect and donor engagement plans and associated follow-up, proposal development, gift agreements, and stewardship prospects and donors.
- Maintains strict confidentiality of all URIFAE information and exercises sound independent judgment regarding dissemination of information.
- Coordinates and participates in prospect strategy sessions to ensure follow-up and database tracking.

Liaison to the Office of the President

- Serves as the key liaison between the URI President's office and the URI Foundation & Alumni Engagement to ensure effective use of the URI president in development strategies, including establishing prospective travel schedules.
- Ensures that university leadership is well prepared for development meetings and events, including preparation of travel materials and briefings, written correspondence, and management of post-travel follow-up.
- Oversees the project coordinator position.

Events and Strategic Initiatives

- Co-leads university and URIFAE strategic initiatives including the Edwards Society and the Women in Leadership and Philanthropy effort.
- Helps strategize and execute uniquely URI experiences for high-level prospects.

Required Qualifications

- Bachelor's degree required.
- Minimum of seven years of experience in development operations, fundraising, or a related field within higher education or a nonprofit environment, with a proven track record of success.
- Demonstrated success in managing multiple projects at a time.
- Strong leadership skills and experience managing teams.
- Excellent analytical, strategic thinking, and problem-solving skills.
- Exceptional communication and interpersonal skills, with the ability to engage and inspire a wide range of stakeholders.
- Knowledge of financial reporting, budgeting, and compliance regulations.

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: \$110,000 to \$125,000 based on experience.

Join the URIFAE team! Hybrid schedule available.

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. For this position, the work schedule is three days in the office and two days of remote work. One benefit that URIFAE does not participate in is the University of Rhode Island tuition waiver program.

Applications: Email your cover letter, resume, and salary requirements to URIFAE-hr@etal.uri.edu.

To provide equal employment and advance opportunities to all individuals, employment decisions at URIFAE will be 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.