

## Assistant Development Director, College of Business

### University of Rhode Island Foundation & Alumni Engagement

#### Overview

The URI Foundation & Alumni Engagement (URIFAE) is looking for an enthusiastic, energetic individual to serve as the assistant development director for the College of Business. The College of Business creates and disseminates knowledge to guide current and future business leaders and scholars who will be lifelong learners, impacting Rhode Island, the region, and the world. The AACSB-accredited college offers undergraduate degree programs in nine business disciplines, interdisciplinary and entrepreneurial programs, and a wide variety of graduate and doctoral degree programs.

Reporting to the senior director of development, the assistant development director 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 robust approach to identify potential donors, cultivate relationships, and capitalize on opportunities for advancing College interests.

This is an exciting opportunity for a talented and collaborative professional to contribute to the growth and maturation of URI's development organization, and to optimize the philanthropic potential of the University's alumni, parents', and friends' support of the current campaign for URI and future campaigns. The ideal candidate is passionate about business education, self-motivated, driven, highly organized, technologically savvy, and entrepreneurial. S/he is an experienced relationship builder, effective sales professional, and familiar with higher-education fundraising.

#### Essential Duties and Responsibilities:

- Identifies, qualifies, cultivates, and manages a portfolio of 125+ donors and prospective donors with the inclination and capacity to make gifts at the \$50,000 level and higher.
- In conjunction with a broader strategy and collaboratively with URIFAE colleagues, assists in elevating sustained current-use support and raises awareness of URI's College of Business-related initiatives.
- Regional discovery is a key element of this position.
- Becomes a subject-matter specialist within URI's College of Business.
- Major gift discovery, qualification, cultivation, solicitation, and closure: 75% effort
  - Reviews and analyzes the currently identified prospect pool and portfolio.
  - Devises individual involvement/engagement strategies for all prospects using a "top-down" approach to ensure that highest-rated prospects receive the most attention.
  - Plans and executes donor outreach and travel to initiate and qualify potential donors, including trip planning and follow-up.
  - Implements comprehensive cultivation, solicitation, and stewardship strategies for

- assigned prospects. Works independently and in concert with senior officers, other colleagues, and volunteers to execute strategies to close leadership and major gifts.
- Schedules meetings and helps coordinate the preparation of necessary materials, including funding proposals, briefings for senior officers and board members when necessary, and stewardship reports for all assigned prospects. Identifies prospects to participate in specific events, committees, and other programs that promote the cultivation process.
  - Other responsibilities: 25% effort
    - Participates and supports meetings and activities, for all College of Business Area Advisory Councils and Boards.
    - Actively pursues RhodyNow (annual fund) gifts.
    - Partners with the Donor Relations Office to ensure appropriate stewardship.
    - Assists and participates with signature activities including but not limited to Day of Giving, Distinguished Achievement Awards, Dean's Basketball Suites, and assorted URIFAE and College-based events to increase donor involvement.

**Qualifications:**

- Shares a commitment to the mission and values of URI and has a passion for creating opportunities where students become effective communicators and critical thinkers to solve business and societal problems.
- Excels in relationship building, highly self-motivated and team-oriented
- Strong interpersonal and customer-service skills employed to build trust with colleagues, volunteers, donors, and others.
- Poised, professional manner with the ability to express oneself clearly in all forms of communication.
- Intrinsically motivated; recognizes and seizes opportunities.
- Ability to make sound decisions in a fast-paced, dynamic, deadline-driven environment, exercising good judgment based on information and analysis.
- Ability to work independently, problem solve, take initiative, set priorities, and handle multiple projects efficiently and effectively.
- 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 to learn more complex aspects of development work.
- Proven record of meeting performance expectations.
- Exceptional attention to quality and detail.
- Ability to accommodate a flexible work schedule and required travel.

**Education/Experience:**

- A bachelor's degree is required.
- A minimum of two to three years of development or related experience, preferably in higher education and/or a business-related field is desired.
- A track record of success in relationship management, business development, and/or sales will be considered.
- Demonstrated success in bringing proposals to closure and managing relationships toward continued support.
- Experience working with volunteer boards 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:** \$65,000 to \$75,000 based 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 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.

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 us at URIFAE-hr@etal.uri.edu.