

## Development Associate for Leadership Giving, Annual Initiatives

### 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 development associate for leadership giving, annual initiatives. The development associate, as part of the RhodyNow (annual giving) team, will encourage URI alumni, parents, and friends to support the University's immediate needs, which contributes to the broader financial needs of the University. The focus is to build engagement with URI alumni, families, friends, and RhodyNow leadership giving prospects who will make philanthropic investments in URI.

Reporting to the director, annual initiatives, the development associate will contribute to a strategic, comprehensive, and proactive RhodyNow program for leadership level gifts (\$1,000+) that incorporates industry best practices and maximizes charitable contributions. This position requires an entrepreneurial and creative approach to philanthropy to capitalize on opportunities across the University.

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. The ideal candidate is enthusiastic about higher education, self-motivated, driven, highly organized, technologically savvy, and entrepreneurial.

#### Responsibilities

- Maintains a primary portfolio of 150 to 250 prospects who have an annual giving capacity of \$500 to \$10,000. Connects with these prospects to personally discover, cultivate, solicit, and steward ongoing annual support.
- Manages a secondary portfolio of prospects who have not been engaged with the University with the goal of discovery and qualification.
- Regularly schedules and participates in meetings to engage local and out-of-state prospects. An estimated 10-15 meaningful prospect engagement interactions are expected monthly, conducted in-person and virtually. The annual goal of in-person and virtual meetings is 100-150 visits.
- Responds quickly and effectively to strategic opportunities for increased prospect engagement through digital engagement tools, such as email, LinkedIn, texting, ThankView, and other emerging technologies in the fundraising industry.
- Works collaboratively as a member of the RhodyNow team to develop strategies for direct mail appeals and personal digital outreach targeted at increasing annual leadership giving from alumni, parents, and friends.
- Assists with planning, organizing, and building upon the successful URI Day of Giving initiative while helping with the on-campus Day of Giving celebration, partnering with other URIFAE units to ensure a successful effort in all aspects of Day of Giving.
- Collaborates with colleagues and other frontline gift officers to identify engagement

opportunities for leadership annual giving donors/prospects to move them through the donor pipeline (moves management).

- In collaboration with the director, annual initiatives, and the prospect management team, this person will conceptualize, analyze, assess, develop, and implement fundraising strategies, using a strong understanding of data analysis and donor behavior to engage, solicit, and steward URI alumni, parents, and friends.
- Participates in signature events at the University that provide opportunities for strategic engagement with prospects and donors, including, but not limited to, Alumni and Family Weekend, Commencement, Office of Admission and new student program events, and athletic events.
- Other duties as assigned.

## **Qualifications**

- Demonstrates leadership abilities by taking initiative, problem-solving, acting independently, and successfully collaborating as a member of a team.
- Prioritizes and manages multiple tasks simultaneously with accuracy and attention to detail.
- Demonstrates strategic thinking, good judgment, maturity, and personal integrity.
- Shows strong people skills excellent organization and time-management skills.
- Excellent writing and communication skills.
- Demonstrates tact and discretion in handling sensitive and confidential information.
- Requires travel, mostly local and in the country's Northeast region, as well as occasional evening/weekend work.

## **Education/Experience**

- A bachelor's degree is required.
- A minimum of 2 years of experience in fundraising, sales, business development, or related areas.
- Competence in preparing and presenting detailed information and reports.
- Experience using and maintaining database information in a customer relationship management (CRM) database preferred.
- Thorough knowledge of Microsoft Office, including Word, Excel, and PowerPoint, and Google.

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.

**Salary range:** \$55,000 to \$67,000 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.

Email your cover letter, resume, and salary requirements to URIFAE Human Resources at:

[URIFAE-hr@etal.uri.edu](mailto:URIFAE-hr@etal.uri.edu)