

Associate Director of Development, Arts and Sciences

University of Rhode Island Foundation

Overview:

The University of Rhode Island Foundation (URIF) seeks an innovative, strategic, and relationship-driven professional to serve as Associate Director of Development, College of Arts and Sciences. This individual will play a central role in advancing philanthropic support for the College of Arts and Sciences—the largest and most diverse academic unit at URI.

Reporting to the Sr. Director of Development, College of Arts and Sciences, the Associate Director will be responsible for executing fundraising strategies that strengthen support for key college priorities, working closely with the Sr. Director of Development, the Dean, faculty and internal colleagues.

The successful candidate will manage a portfolio of major gift prospects and lead outreach to alumni, families, and friends of the College across a broad spectrum of disciplines. They will serve as a dedicated development partner to the College, supporting both long-term goals and time-sensitive initiatives that align with institutional vision and donor interest.

Responsibilities:

- In partnership with the Sr. Director of Development, design and execute comprehensive fundraising strategies for the College of Arts and Sciences, in alignment with the Dean's vision and university campaign priorities.
- Partner with the Dean and faculty to identify strategic fundraising opportunities and translate academic priorities into compelling donor engagement plans.
- Manage a personal portfolio of major gift prospects (\$50,000+), creating customized cultivation and solicitation strategies that result in long-term philanthropic support.
- Engage alumni, parents, and supporters through personalized communications, events, and stewardship experiences that foster deep affinity for the College.
- Collaborate with URIF colleagues in donor relations, communications, events, and research to deliver coordinated donor strategies and consistent messaging.
- Assist with College-specific donor events, lecture series, and recognition opportunities in partnership with academic and advancement colleagues.
- Contribute to institution-wide fundraising campaigns and giving initiatives, including the annual URI Day of Giving.
- Maintain accurate records of donor engagement and activity using the URIF prospect management system.
- Achieve core fundraising benchmarks, including:
 - Face-to-face and virtual visits
 - Meaningful contacts
 - New gift commitments

- Identification of new prospects
- Growth in cumulative giving
- Proposals submitted
- Conduct 20–40 meaningful donor engagements per month, including in-person visits, phone calls, and substantive digital interactions.
- Guide prospects through the full donor cycle: identification, qualification, cultivation, solicitation, and stewardship.
- Deepen relationships with current donors while identifying and cultivating new prospects.
- Serve as a knowledgeable and passionate ambassador for the College of Arts & Sciences across URIF and the broader URI community.

Qualifications:

Required:

- Bachelor's degree
- Minimum of two (2) to five (5) years of experience in frontline fundraising or a related advancement role
- Demonstrated success in managing a donor portfolio and securing major gifts
- Excellent communication skills—written, verbal, and interpersonal
- Ability to manage multiple priorities with professionalism, discretion, and independence
- Strong organizational skills and attention to detail
- Team-oriented approach with a high degree of emotional intelligence and cultural awareness

Preferred:

- Experience in higher education or initiative-based fundraising
- Familiarity with liberal arts or interdisciplinary academic programs
- Experience working with CRM and donor database systems
- Comfort in fast-paced, evolving environments

Workplace Arrangements:

This position requires clarity of focus while managing complex projects and deadlines. The successful candidate should be available to work occasional early mornings, evenings, or weekends to support events, meetings, and donor travel. We are pleased to offer a hybrid schedule for this position.

Hiring Salary Range: \$85,000 to \$95,000 Based on experience

To Apply: Send your cover letter, resume, and salary requirements to: URIFAE-hr@etal.uri.edu

Join the Team!

We offer competitive benefits, including medical, dental, and vision coverage, generous paid time off, and unparalleled retirement savings programs.

We are an equal opportunity employer and provide equal employment and advancement opportunities to all individuals, making decisions based on merit, qualifications, and abilities. We do not discriminate 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.