

## **Associate Director of Development, Health Initiatives**

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

The URI Foundation & Alumni Engagement (URIFAE) is seeking an innovative and energetic development professional to serve as the associate director of development for URI colleges and institutes dedicated to improving human health and wellness: the George & Anne Ryan Institute for Neuroscience; the Colleges of Environment & Life Sciences; Health Sciences; Nursing; and Pharmacy, as well as the Metcalf Institute for Marine and Environmental Reporting.

Reporting to the assistant vice president (AVP) for development, the associate 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 energetic approach to identify potential donors and capitalize on opportunities for advancing college and institute 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 in support of *Big Ideas. Bold Plans. The Campaign for URI*. The ideal candidate is passionate about public health, self-motivated, driven, highly organized, savvy, and entrepreneurial. S/he is an experienced relationship builder, effective sales professional, and familiar with higher-education fundraising.

#### **Overview:** technologically

- The associate director will identify, qualify, cultivate, and manage a portfolio of 125+ donors and prospective donors with the inclination and capacity to make \$50,000+ gifts.
- In conjunction with a broader strategy and collaboratively with URIFAE colleagues, the associate director will also assist in elevating sustained current-use support and raise awareness of URI's health-related initiatives.
- Regional discovery is a key element of this position.

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

- Become familiar with the URI's health-related colleges and institutes, and become a subject-matter specialist for one of the units as determined in conjunction with the AVP
- Major gift discovery, qualification, cultivation, solicitation, and closure: 75% effort
  - o Review and analyze the currently identified prospect pool and portfolio
  - o Devise individual involvement/engagement strategies for all prospects using a "top-down" approach to ensure that highest-rated prospects receive the most attention.

- o Plan and execute donor outreach, and travel to initiate and qualify potential donors, including trip planning and follow-up.
- o Implement comprehensive cultivation, solicitation, and stewardship strategies for assigned prospects. Work independently and in concert with senior officers' other colleagues and volunteers to execute strategies to close leadership and major gifts.
- o Schedule appointments and oversee the preparation of necessary materials, including funding proposals, briefings for senior officers and board members when necessary, and stewardship reports for all assigned prospects. Identify prospects to participate in specific events, committees, and other programs that promote the cultivation process.
- Other responsibilities: 25% effort
  - o Participate and support meetings and activities, as directed, for designated college or institute advisory councils.
  - o Actively pursue RhodyNow (annual fund) gifts.
  - o Partner with the Donor Relations Office to ensure appropriate stewardship.
  - o Assist and participate with signature activities including but not limited to Day of Giving, Distinguished Achievement Awards, Dean's Basketball Suites, and assorted Campaign events to increase donor involvement.

**Qualifications:**

- Shares a commitment to the mission and values of URI and has a passion for improving the health and wellness of society through education, research, and clinical outreach
- 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 healthcare is desired.
- A track record of success in relationship management, business development, and/or sales will be considered.
- Demonstrate success 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.

**Join 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.

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.

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](mailto:hr@etal.uri.edu).