



Assistant Director of Student Life and Learning

PG 55

Overview:

The Assistant Director of Student Life and Learning will develop a thorough knowledge of the University's specialty organizations, communities and areas, including but not limited to Student Activities, Religious and Spiritual Life including Hillel and the Catholic Newman Community, and any opportunities for experiential learning – including programs and student support opportunities. The Assistant Director will play a key role in fundraising for these areas and will report regularly on annual fund and major gift activity.

The Assistant Director will manage a robust portfolio of high level annual fund and major gift prospects. Extensive travel is required to appropriately cultivate, solicit and steward these prospects. S/he will carry a portfolio of approximately 125 prospects and will be considered a 75% gift officer, with the remaining quarter focused on programmatic aspects of advancement for the assigned areas.

The Assistant Director will also make appropriate recommendations to the Associate Director of Athletics and Student Life and the corresponding leadership positions concerning their roles and involvement in the identification, cultivation or solicitation of donor prospects. S/he will staff key faculty and staff members in donor relations opportunities.

The position reports to the Associate Director of Athletics and Student Life, and is a part of the Arts, Sciences & Engineering Advancement team.

Specific Responsibilities:

With executive guidance and policy:

- 75% Maintain a portfolio of major gift prospects and oversee activities of the assigned areas, working in especially close collaboration with major, leadership and principal gift officers in cases where the areas are involved.
- 30% Effectively manage a major prospect solicitation pipeline. Initial work will likely involve a high number of identification and qualification visits.
 - 25% Initiate and/or strengthen relationships with major and special gift prospects while collaborating with Advancement staff and University leadership. Execute actions within the assigned areas to advance major gifts prospects managed by others within Advancement in collaboration with those managers.
 - 20% Create strategies and solicitations for donors.

- 10% Develop specific expertise on assigned areas and serve as liaison from advancement to the staff in those areas.
- 10% Plan, manage, and execute special events, overseeing the work of support staff involved.
- 5% Other duties as assigned.

REQUIREMENTS:

Bachelor's degree. At least four years development experience including experience soliciting gifts or closely-related experience and clear evidence of a thoughtful decision to move into development work. Comparable experience will be considered.

SKILLS:

Evidence of ability to work effectively with faculty and distinguished major prospects.

Excellent skills in written and oral communication.

Strong collaborative skills.

Sufficiently well-organized to deal effectively with donor stewardship issues and "moves" to advance donors according to a plan.