



Associate Director of Advancement School of Arts and Sciences

Overview:

The Associate Director of Advancement for the School of Arts and Sciences (SAS) works closely with the SAS Advancement Team to secure the resources necessary to achieve a vision outlined by the SAS Dean. Reporting to the Senior Director of Advancement for SAS, the associate director will play a key role in fundraising for SAS and will report regularly on annual fund and major gift activity. S/He will monitor status of important projects in SAS and supports the Senior Director in serving as a liaison between assigned academic departments and University Advancement.

The associate director will manage a robust portfolio of high level annual fund and major gift prospects. Travel is required to appropriately cultivate, solicit and steward these prospects. S/he will carry a portfolio of approximately 80-100 prospects and will be considered a 75% gift officer, with the remaining quarter focused on programmatic aspects of advancement for SAS.

The associate director will help mobilize the resources of SAS in support of various volunteer groups. The associate director will plan and execute events in conjunction with Arts, Sciences & Engineering event planning staff, alumni relations, donor relations, or regional gift officers as necessary.

The associate director will also make appropriate recommendations to the Senior Director and the Dean 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 is a part of the Arts, Sciences & Engineering Advancement team.

Specific Responsibilities:

With executive guidance and policy:

60% Maintain a portfolio of 80-100 major gift prospects as well as oversee SAS activities, working in especially close collaboration with major, leadership and principal gift officers in cases where SAS is involved. Respond to inquiries and requests from donors and volunteers involving status and disposition of gifts. Collaborate closely with University stewardship and donor relations offices in assuring appropriate follow up to gifts, executing follow up actions as appropriate: letters and phone communication,

problems solving, information gathering from other departments involved with gifts, etc. Assist in preparation of promotional materials working closely with advancement staff writers and University Advancement communications office

- 25% Effectively manage a major prospect solicitation pipeline. Initial work will likely involve a high number of identification and qualification visits.
 - 20% Initiate and/or strengthen relationships with major and special gift prospects while collaborating with Advancement staff and University leadership. Execute actions within SAS to advance major gifts prospects managed by others within Advancement in collaboration with those managers.
 - 15% Create strategies and solicitations for donors.
- 20% Develop specific expertise on SAS departments and programs and serve as liaison from advancement to the staff in those areas. Assist Senior Director in managing special development initiatives involving those areas. Help manage agendas for selected development project meetings, attend meetings as appropriate (sometimes in place of Sr. Director) and maintain action agendas.
- 10% Advise Senior Director on strategy and tactics for management of the SAS development activities and involving the departments and programs noted above.
- 5% Plan, manage, and execute small dinners, salons and other special events as assigned, coordinating the work of support staff involved and collaborating with central and College regional colleagues.
- 5% Other duties as assigned.

REQUIREMENTS:

Bachelor's degree. Preferably four to six 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:

- Strong interpersonal skills and evidence of interest in, and ability to, work effectively with volunteers and solicit annual gifts.
- Strong capacity for collaboration.
- Intelligence and evidence of ability to work well with faculty.
- Ability to manage complex projects and to effectively manage detail.

- Solid skills in written and oral communication.
- Familiarity with office productivity computer programs and an interest and aptitude in learning more about management information systems.

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