

DIRECTOR OF DEVELOPMENT, COLLEGE OF BUSINESS ADMINISTRATION

The director of development plans and executes fundraising initiatives for the College of Business Administration. The director cultivates and manages a portfolio of 125+ donors and prospective donors with the inclination and capacity to make significant major gifts to URI. This position is primarily focused externally on the prospecting and cultivation of high-end donors and develops strategies to build and strengthen relationships with prospects and the University. The director works closely and collaborates with the Senior Director of Development for the College, the Dean of the College and Foundation staff to best support the University's priorities and strategic initiatives through philanthropic giving.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and implement comprehensive cultivation, solicitation, and stewardship strategies for individual prospects assigned. Work both independently and in concert with senior officers, other colleagues, and volunteers to implement strategies including direct solicitation of gifts.
- Promote maximum involvement with and giving to the College of Business Administration, including annual, capital and planned gifts, from a portfolio of 125+ identified prospects.
- Develop solicitation and closure strategies of major gifts aligned with the College of Business Administration and University fundraising priorities and campaigns, measured against the attainment of personal metrics associated with the position.
- Devise individualized involvement/engagement strategies for all prospects using a "top-down" approach to ensure that highest rated prospects receive the most attention.
- Partner with the URI Foundation Gift Planning Office to devise an overall strategy for cultivating, soliciting and stewardship of planned gift donors.
- Work closely with the Senior Director of Development for the College to clearly identify and communicate philanthropic priorities for the College of Business Administration.
- Review and analyze the currently identified prospect pool to assess accuracy of research, and amend and expand as appropriate.
- Advise the Senior Director of Development on prospect management issues, challenges, and opportunities that affect the division's effectiveness.
- Schedule appointments and oversee the preparation of necessary materials, including funding proposals, briefings for senior officers and board members when necessary, and scheduled stewardship reports, for all assigned prospects. Identify prospects to participate in specific events, committees, or other programs that promote the cultivation process.

- Partner with Donor Relations Office to ensure stewardship is provided to donors on existing endowment and current-use funds.
- Respond quickly and effectively to strategic opportunities for increased prospect engagement.
- Participate in signature events at the University that provide opportunities for strategic engagement with prospects and donors, including but not limited to Homecoming Weekend, Distinguished Alumni Awards, Leadership Summit, and athletic events.

QUALIFICATIONS:

The ability to demonstrate leadership, take initiative, problem-solve, act independently and as a member of a team, successfully collaborate, handle multiple tasks simultaneously, and prioritize. Also should demonstrate strategic thinking, good judgment, maturity, personal integrity, strong interpersonal skills, accuracy, and attention to detail. Excellent communication skills required, with the ability to present information concisely and effectively, both verbally and in writing. Some travel, as well as evening/weekend work, is required. Thorough knowledge of Microsoft Office including Excel, email products, and web browsers required.

EDUCATION/EXPERIENCE:

A bachelor's degree is required. A minimum of three to five years of development experience, preferably in higher education, is desired. The successful candidate will demonstrate measurable success in closing major gifts (\$50k or more) from alumni, friends, or organizations, and/or success in generating annual fund leadership gifts.

APPLICATIONS:

Forward letter of interest, resume, salary requirements, and references to:
URI Foundation
Attn: Gerri Beagle, HR Manager
79 Upper College Road | Kingston, RI 02881
gbeagle@uri.edu