

Job Description

Title:	Director of Development
Reports to:	Vice President for Development, University of Arizona Foundation & Dean, Mel and Enid Zuckerman College of Public Health, University of Arizona
Approved Date:	April 17, 2024
Department:	Mel and Enid Zuckerman College of Public Health
FLSA Status:	Exempt, Foundation Staff
Salary Range	\$90,000-\$100,000
Apply:	Careers University of Arizona Foundation (uafoundation.org)

General Position Summary:

The Director of Development for the Mel and Enid Zuckerman College of Public Health (College) will design and implement fundraising strategies that will generate revenue and drive the growth of the College's mission. The successful candidate will assist the Dean and other members of the College in planning and implementing all development activities including working directly with major gift prospects of the College to secure gifts of \$50,000 or more to further the goals and objectives of the College of Public Health. This position is subject to joint management by the University of Arizona and the University of Arizona Foundation specified in the Amended and Restated Development Services and Asset Management Agreement dated July 2, 2021.

The College was founded in January 2000 and has enjoyed remarkable growth in the number of students, faculty and staff, as well as in the expansion of academic programs, community service and research. It is Arizona's first and only accredited college of public health. The College offers tremendous opportunities to its students for education, research and community involvement thanks to a locale rich in history, research opportunities, and university academic resources. The College's interdisciplinary activities are enhanced by being part of the UArizona Health Sciences Center with campuses in Tucson and Phoenix. It consistently ranks among the top five in American Indian and Hispanic graduates and students enrolled among 45 accredited schools of public health, according to recent data from the Association of Schools of Public Health.

Essential Functions/Major Responsibilities:

- Develop and sustain strong relationships with the College/unit leadership, faculty, board members, alumni, volunteers, donors, and financial professionals.
- Participate with the Dean and the College's departments in the strategic planning of new projects and initiatives.
- Responsible for building and maintaining a healthy portfolio defined for Lead Development Officers as: 50-70 assigned-prospects with 40-50 in cultivation/solicitation, 40% of those in cultivation/ solicitation capacity rated at \$250,000 and above / 10% rated \$1,000,000+
- Plan, coordinate, and schedule weekly personal visits with prospects and donors utilizing UAF software, introductory letters, emails/texts, and phone calls to set appointments.

- Direct and manage the identification, cultivation, solicitation, and stewardship of major and principal gift level individual, corporate and foundation prospects to support all department capital and program goals.
- Drive planning for the College's portion of a university-wide campaign and execute on those plans to ensure the College's campaign goals are met.
- After an initial 3-month onboarding period, execute an agreed upon metric of at least 100 current or prospect donor visits and the successful closure of 15+ major/principal gift proposals per year, with an expectation of \$1M+ raised after the initial onboarding period (with incremental increases after the first year).
- Develop personalized strategies for all assigned donors and prospects which builds, maintains and enhances relationships while furthering donors' philanthropic objectives.
- Develop an annual report and fundraising plans with specific goals. Develop and achieve short and long-term strategic development plans.
- Supervise, mentor, evaluate performance, and provide feedback to the development coordinator, and partner on alumni events as needed.
- Lead donor-centered stewardship and salon events.
- Provide input and direction for development-focused newsletters, invitations, brochures, and other publications/communications, as needed.
- Oversee an annual giving program with a national outreach to support college goals.
- Design and manage solicitation and stewardship plans in Lynx to support fundraising initiatives.
- Maintain current and accurate records of donor prospects in the UAF computer records system. On a weekly basis, enter contact reports of all visits, significant telephone conversations, letters and correspondence, gift solicitations, and other communications with donors. Maintain information about current and future gift proposals (asks).
- Ensure all contributions are properly documented and handled in accordance with the University of Arizona Gift Policy.
- Partner with College and PAE alumni and constituent engagement colleagues to help build donor pipeline for the College.
- Partners with, and effectively utilizes, the development professionals and resources of the PAE, including campus-based development teams, the offices of Regional Development; Gift Planning; Annual Giving (telephone, direct-mail, and e-solicitation services); Leadership and Annual Giving; Alumni Engagement; Marketing and Communications; Prospect Development; Financial Services; Information Services; and Foundation Relations including other PAE Central services.
- Creatively leverages outreach activities (e.g. tours, lectures, exhibits, etc.) to develop new major gift prospects.
- Utilizes the common systems, policies and procedures adhered to by PAE team members.
- Help to support and promote a culture of philanthropy across the University and work effectively as part of the greater PAE.
- Represent the College, University and PAE at public events, including delivering remarks.
- Perform other related duties as assigned.

Specific Job Skills:

- Ability to understand and follow all Federal, UA and UAF policies and procedures, including UA and UAF scholarship and financial aid policies, as well as the University of Arizona Gift Policy.
- Knowledge and understanding of development and fundraising principles and procedures.
- Excellent interpersonal skills, strong ability to create personal relationships, and proven success in executing moves management actions and closing six-figure philanthropic gifts.
- Ability to effectively communicate the University of Arizona mission, strategic plan, and case for philanthropic support.
- Experience developing and executing plans for large fundraising initiatives. Ability to build and maintain productive relationships with donors, PAE colleagues, and UA faculty, administration, and staff members.
- Ability to make good decisions and to exercise good judgment and discretion.
- Ability to maintain donor confidentiality.
- Ability to make policy decisions when necessary.
- Ability to motivate and manage individuals for maximum performance.
- Excellent communication skills.
- Excellent interpersonal skills and the ability to create personal relationships.
- Excellent time management and organizational skills.
- Excellent initiative and ability to work independently as well as collaboratively.
- Knowledge of computer programs such as MS Office products and CRM software.
- Ability to understand and work with budgetary procedures and policies.
- Ability to work with academic and administration staff members.

Minimum Qualifications:

- Bachelor's degree.
- Minimum of 7 years of related work experience, including 3 years of managerial experience, or equivalent combination of education and work experience.
- Experience leading a team, project, program, or function is required.
- Ability to drive/attend meetings throughout Arizona and travel by commercial airline as needed.

Preferred Qualifications:

- Fundraising experience in a higher education setting.
- Demonstrated success in planning, organizing, and managing fund raising campaigns.
- Experience building advisory boards and committee structures.
- Experience in administration and management of programs.

Work Environment:

- Travel will occasionally be required.
- The Director of Development will be required to work evenings and/or weekends as necessary.