



Title Director of Development (non-lead)
Reports to Assistant Dean of Development, College of Engineering
Approved Date (enter approval date here)
Department College of Engineering
FLSA Status Exempt, Foundation Staff
Salary Range \$90,000-\$100,000
Apply: [Careers | University of Arizona Foundation \(uafoundation.org\)](https://www.uafoundation.org/careers).

General Position Summary

The University of Arizona Foundation is seeking a motivated and goal-oriented professional to join the Philanthropy and Alumni Engagement team as Director of Development (DOD) for the College of Engineering. The successful candidate will work to secure gifts of \$50,000 or more to further the goals and objectives of the College.

The DOD will be a key member of the College of Engineering development team reporting to the Assistant Dean of Development for the College. This position is a member of the Philanthropy Alumni and Engagement Team (PAE) and subject to joint management by the College of Engineering the University of Arizona Foundation as specified in the restated Development Services and Asset Management Agreement dated July 2, 2021.

Supervisory Responsibility

None

Duties and Responsibilities

- At the direction of the Assistant Dean of Development, lead key fundraising priority initiatives for the College of Engineering. Serve as a leadership partner with key department heads, center directors, and administrators on fundraising priorities and development operations initiatives.
- Responsible for building and maintaining a healthy portfolio defined for Directors of Development 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 100+ personal visits with prospects and donors utilizing UAF software, introductory letters, emails/texts, and phone calls to set appointments.
- 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).

- Creatively leverage outreach activities (e.g. tours, lectures, exhibits, etc.) to develop new major gift prospects. Create opportunities for administrators, faculty, researchers, and frontline colleagues to interact with foundation staff.
- Maintain current and accurate records of donor prospects recorded in UAF software. 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).
- Conduct solicitation and stewardship plans in Lynx to support fundraising initiatives.
- Provide a high level of support in stewardship and recognition efforts for annual fund donors.
- Develop and sustain strong relationships with the College/unit leadership, faculty, board members, alumni, volunteers, donors, and financial professionals.
- Partner with, and effectively utilize, the development professionals and resources of the PAE, including campus-based development teams, the offices of Regional Development; Gift Planning; Leadership and Annual Giving (telephone, direct-mail, and e-solicitation services); Alumni Engagement; Marketing and Communications; Prospect Development; Financial Services; Information Services; and the Foundation Relations and other PAE Central services.
- Work collaboratively with development officers across campus on major gift proposals.
- Utilize the common systems, policies, and procedures adhered to by PAE team members.
- Ensure all contributions are properly documented and handled in accordance with the University of Arizona Gift Policy.
- 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.

Knowledge, Skills, and Abilities

- Ability to understand and follow all Federal, UA, and UAF policies and procedures, including UA scholarship and financial aid policies, as well as the University of Arizona Gift Policy.
- Ability to effectively communicate the University of Arizona mission, strategic plan, and case for philanthropic support.
- 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 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 understand and work with budgetary procedures and policies.

- Willingness and ability to make introductory phone calls to get appointments with donor prospects.
- Excellent communication skills.
- Excellent time management and organizational skills.
- Excellent initiative and ability to work independently as well as collaboratively.
- Knowledge of computer programs including MS Office products and CRM software.

Minimum Qualifications

- Bachelor's degree or equivalent advanced learning attained through professional-level experience required.
- Minimum of 8 years of relevant work experience, or equivalent combination of education and work experience.
- Ability to drive/attend meetings throughout Arizona and travel by commercial airline as needed.
- Any equivalent combination of experience, training, and/or education approved by Human Resources.

Preferred Qualifications

- Fundraising experience in a higher education setting.

Work Environment

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