Assistant Director, Board Relations

The Assistant Director, Board Relations will support and facilitate all Board of Trustee meetings and Board committees, and all internal communication activities involving the University of Arizona Foundation Board Of Trustees (BOT). Primary responsibilities include planning and managing all activities of the BOT and for some of its committees, board meeting and calendaring, board communications, trustee orientation and engagement plans, trustee recognition, board records, and budget management. The Assistant Director will interact closely with the trustees, UAF Executive Office, and the senior leadership team of the UA Foundation. The Assistant Director reports to the Director, Board and Donor Engagement under Constituent Relations, Marketing-Communication, and Giving Programs.

Essential Functions/Major Responsibilities:

Board of Trustees Relations (85%)

- **Meeting Planning:**
  - Work closely with the Director to plan agendas and meetings of the Board of Trustees, and committee meetings.
  - Work with committee staff liaisons and featured outside speakers to coordinate presentations.
  - Prepare and distribute electronically the annual board calendar, including committee meetings, dinners and receptions, as well as meeting agendas and materials.

- **Event Planning:**
  - Coordinate all aspects of the BOT and committee meetings, including registration, tracking of participants, event logistics (hotel blocks, location, parking and transportation, catering, AV), briefings/VIP materials, staffing/volunteer needs, tours, and post event evaluations and thank you’s.
  - On occasion, arrange Board retreats and travel and accommodations for Foundation team and Trustees at out of state conferences.

- **Record & Budget Management:**
  - Maintain Board of Trustees roster in Raiser’s Edge, keep archived documents for reference, and maintain updated conflict of interest disclosures and other board-related materials as necessary.
  - Records and finalizes meeting minutes and maintains meeting resolution on internal files via Directors Desk.
  - In consultation with the Director, develop and monitor the Board annual budget, ensuring that all financial resources are effectively managed and prioritized.
  - Maintain accuracy of BOT info across UDP for websites, community lists, etc.
  - Responsible for tracking committee assignments within Raiser’s Edge/CRM.

- **Trustee Engagement and Communication:**
  - Coordinate post Board meeting correspondence for the CEO of the UAF to the Board.
  - Liaison between BOT and UDP leadership and staff for communication.
  - Coordinate regular communication with the trustees, including messages from the UA leadership, invitations to UA/UDP events, media clips, and other materials.
  - Develop and schedule orientation and onboarding sessions for new members of the BOT.
Prepare and update orientation materials for new members.
- In collaboration with UDP leadership team, develop off-boarding and engagement plans for trustees whose terms are expiring.
- Monitor UA related activities of individual BOT members and collaborate with the Board Chair and UDP senior staff to recognize members’ contributions to the Board and UA.

- Reporting/Presenting:
  - Coordinate updates for dashboard for Trustee giving and engagement.
  - Synthesize feedback from trustees regarding meetings, engagement and training needs, into regular reports for future meeting plans.
  - Attend UDP meetings (i.e., quarterly all staff meetings, Senior Development Officer meetings, etc.) to present opportunities for showcasing department faculty/students/facilities for future board meetings.
  - Attend planning and design sessions for the new CRM-Lynx, to coordinate volunteer leadership tracking.
  - Assist Director with strategic planning for board activity.
  - Work with Director to drive creation and implementation of a Trustee communication plan.

Board & Donor Engagement (15%)

- Event Support:
  - Attend and assist BDE team members with assigned projects and tasks where needed.
  - On occasion, support UDP or UA events where Trustees have been invited to attend.

- Communication:
  - Coordinate communication stream through listservs and Directors Desk (Board Portal) for all UA/UDP invitations, updates, etc. that should go out to volunteer leadership.

- Volunteer Support:
  - Collaborate with BDE team and UDP colleagues on National Leadership Council and unit advisory board activities.

- Other duties as assigned.

Job Scope:

The duties of the Assistant Director are essential to enhancing relationships with University of Arizona donors/BOT members and to the success of the University Development Program goals. The Assistant Director will work with minimal supervision and exercise independent judgment regularly. While the Assistant Director is expected to follow all UAF and UA organizational policies (accounting, personnel, contracts, etc.), he/she will have the authority to recommend procedural changes regarding program and event issues.

Interpersonal Contacts:

Interpersonal contacts are frequent and varied and include, but are not limited to, UA/UAF donors and prospects, UA administrators and campus leadership, faculty, staff, students and vendors. Many communications are confidential.
Desired Skills & Abilities:

- An understanding of the goals and mission of the UA Foundation/UDP.
- Ability to exercise appropriate initiative and follow-through on a daily basis.
- Ability to solve complicated, sensitive, confidential issues quickly in a fast-paced environment.
- Demonstrated experience working in a confidential environment. Ability to handle highly confidential and sensitive information in a discrete and professional manner.
- Strong communication skills (presentation, oral, writing and interpersonal, including relationship-management). Communicates information in a clear, concise, accurate, and timely manner.
- Strong writing/editing experience; ability to draft content and copy edit. Extreme attention to detail and ability to create editing and review processes to produce impeccable work products.
- Experience with Microsoft Outlook, Word, Excel, PowerPoint.
- Ability to work nights and weekends as needed.

Minimum Qualifications:

- Bachelor’s Degree in a related field required.
- 4 (four) years of progressively complex, advanced project management, event planning or communications experience in fundraising and/or a higher education setting.
- Experience working with relevant external constituents, including board members, volunteers, vendors, campus constituents (i.e., president’s office, marketing-communications, colleges, athletics, alumni association, etc.).
- A valid and clean driver’s license.

Preferred Qualifications:

- Experience with Raisers Edge donor database or similar system
- Experience with Directors Desk
- Development Experience
- Three plus (3+) board management/relations experience

Job Specifics:

Department: Board and Donor Relations
Hours: 40+ per week
Opening: April 11, 2018  Closing: Open Until Filled
Classification: Exempt, Professional  Benefits: Yes

Apply: E-mail a letter of interest, resume, and three professional references to hrdept@uafoundation.org.

TUCSON, ARIZONA

With an average of 350 sunny days a year, Tucson is an ideal place to live, work, and play. The Sonoran Desert landscape in the Tucson basin offers lush saguaro forests, awe-inspiring mountain ranges, and some of the best sunsets on the planet. The nation’s First Capital of Gastronomy, Tucson is also known for its Optics Valley, premier health services center, the astronomy center of the world, and of course, the University of Arizona.

UNIVERSITY OF ARIZONA DEVELOPMENT

To advance the University’s mission, aspirations and goals, the University of Arizona and University of Arizona Foundation are striving to double fundraising by 2024 through the work of the University Development Program (UDP). UDP leaders are focused on creating a strong fundraising team culture and practice, with an emphasis on investing in our team’s professional development.

LEARN MORE

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