Assistant Director, Leadership Giving

Assistant Director, Leadership Giving develops, maintains, and enhances systems and processes to implement a comprehensive, annual plan for building participation in leadership giving programs benefiting the University of Arizona, including the 1885 Society and The President’s Club. The Assistant Director reports to the Director, Leadership Giving under Constituent Relations, Marketing-Communication, and Giving Programs.

Essential Functions/Major Responsibilities:

- Research and recommend policies, procedures and standards for enhancing leadership giving programs.
- Serve as a clearinghouse for best practices at UAF and provide education and/or training on functions and services of leadership giving programs to colleges, units, and departments.
- Contribute to a culture of collegiality and collaboration with UA Development Team members across campus, providing positive and effective customer service that supports and enhances campus-wide leadership giving.
- Maintain a tracking system for annual donor recognition programs in the Raiser’s Edge database. Document procedures and initiate quality control processes to ensure accuracy. Assist with conversion to Blackbaud CRM to ensure that recognition programs are properly tracked.
- Provide accurate and timely lists of current and past members of leadership giving programs; facilitate annual renewals in collaboration with annual giving team.
- Manage recognition process for new and returning members of the 1885 Society and President’s Club.
- Serve as a liaison to the board and donor engagement team for leadership giving society events. Build unique experiences in conjunction with campus units for members of giving societies throughout the year.
- Assist in further developing programs and initiatives to acquire, retain and steward leadership-level donors.
- Manage the annual marketing and stewardship calendar for leadership giving societies, ensuring timely implementation of donor engagement activities.
- Work with the communications and marketing department on the development of collateral materials, website and newsletter content regarding leadership giving programs. Responsible for developing content for monthly President’s Club e-newsletter.
- Provide customer service to members of leadership giving programs.
- Assist the Director of Leadership Giving and the Senior Vice President, Constituent Relations, Marketing/Communications, and Giving Programs on matters related to leadership giving programs.
- Represent the department on UA/UAF committees as assigned to support the mission of the department.
- Perform other related duties as assigned.

Job Scope:

The Assistant Director will regularly work with minimal supervision and will regularly exercise independent judgment. 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 procedure changes regarding programs and events 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:**

- Ability to meet deadlines and handle multiple projects simultaneously.
- Ability to prioritize assignments effectively.
- Excellent written and verbal communication and interpersonal skills.
- Ability to understand, help manage, and work within budgetary procedures, policies, and restrictions.
- Exceptional attention to detail and ability to develop and follow processes for ensuring accuracy in work product.
- Recognizes and respects different perspectives. Open to the ideas and views of others and can effectively work in a highly collaborative working environment.
- Adaptable to changing processes and environments.
- Ability to work with many constituencies at all levels.
- Adept at handling personal and confidential information with tact and discretion.
- Ability to provide sound judgment and offer solutions that align with UDP guiding principles and ethical standards of the development profession.
- Demonstrated commitment to exceptional customer service with the ability to translate the UDP guiding principle of donor-centricity into programmatic practices.
- Knowledge of leadership giving and donor recognition programs.
- Skill in operating PC-based software such as MS Office products.
- Demonstrated skill and knowledge of, or ability to learn quickly, the internal workings of the UDP as well as the technology tools available, including The Raiser’s Edge or Blackbaud CRM (fundraising and donor management software).
- Ability to travel on occasional basis and work evening and/or weekends as necessary.

**Minimum Qualifications:**

- Bachelor’s degree; AND
- Three years’ experience in donor relations, marketing, event planning, and/or public relations.
- Any equivalent combination of experience, training and/or education as approved by Human Resources.
- Demonstrated ability to manage multiple projects, prioritize work to maximize productivity, and respond effectively to change.
- Ability to work effectively with a wide variety of individuals, including donors, development officers, deans, and faculty.
- A valid and clean driver’s license.

**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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*The University of Arizona Foundation is an Equal Opportunity Employer.*

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