UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Associate Vice President, Development

DIVISION: University Advancement

REPORTS TO: Vice President for University Advancement

GRADE: 18

SUPERVISES: Professional and support staff

BASIC FUNCTION:

Manage and provide leadership for the University's institution-wide, comprehensive, centralized, private giving programs including the URI Annual Fund, corporate and foundation support, planned giving, major gifts, constituency fund raising, prospect research, grant/proposal writing, stewardship and capital campaigns. Serve as formal liaison between the URI Foundation and Division of University Advancement for operational matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, organize and implement the University's private support program.

Hire, manage and evaluate development staff in all functional areas related to fund raising on behalf of the University; represent the Division at the University level regarding Division personnel matters.

Prepare and manage the development budget(s) including funds provided by the URI Foundation and URI Alumni Association in support of fund raising activities; represent the Division at the University level regarding Division budget matters.

Develop annual, mid and long-term goals and objectives for the development program.

Manage and coordinate centrally the University's prospect assignment system for all components of the development program.

Maintain a portfolio of leadership/major donor prospects; cultivate and solicit these prospects for University funding priorities.

Identify, engage and support volunteer leaders for annual, planned and capital giving initiatives.
OTHER DUTIES AND RESPONSIBILITIES:

Serve as a member of the Vice President for University Advancement's management team.

Represent the Vice President for University Advancement internally and externally where needed and as appropriate; represent the Division externally in a variety of settings.

Perform other duties as assigned by the Vice President for University Advancement.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Bachelor's degree required. Advanced degree preferred. A minimum of ten years of professional fund raising experience for an institution of higher learning or other philanthropic organization. Significant organization leadership and staff management experience must be evident along with demonstrated ability to continuously improve overall fund raising results. Capital campaign management is essential. Leadership/major gift cultivation and solicitation experience is entailed. Must possess the ability to communicate effectively both verbally and in writing. Must possess strong interpersonal skills and the ability to work in a collegial, team focused environment.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.