

Job Code: 101738
Position#: (PSA) (E)
Developed by: FW
Reviewed by: DLJ
Approved by: LK
Date: 6/24

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Specialist, Metcalf Institute, Engagement & Outreach
DIVISION: Academic Affairs (CELS: NRS: Metcalf Institute)
REPORTS TO: Executive Director, Metcalf Institute
GRADE: 9
SUPERVISES: Research and program assistants, students, and/or others assigned to assist with projects.

BASIC FUNCTION:

Create and implement strategic engagement and outreach across Metcalf Institute's constituencies, including the Institute's donors, funders, alumni, and others. Work closely with Metcalf Institute Executive Director, Assistant Director, and the URI Foundation & Alumni Engagement staff to ensure high quality outreach and ongoing relationship building in these efforts, including overseeing the annual fundraising appeal process. Collaborate with Institute team members and URI Foundation & Alumni Engagement staff to ensure high quality outreach and ongoing relationship-building events and programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and implement strategic communications and engagement plans for Metcalf Institute.

Work closely with directors to ensure communications and engagement aligns with Metcalf Institute's and URI's overall strategic goals.

Collaborate with URI Foundation & Alumni Engagement (URIFAE) staff regarding all Metcalf development activities.

Plan and implement annual fundraising appeals in collaboration with Metcalf and URIFAE staff.

Maintain confidential records, reports, and documentation related to Metcalf Institute fundraising and alumni engagement.

Manage data for Metcalf Institute communications and engagement, including supervising students assisting with data management.

Develop and manage Metcalf Institute donor and alumni communications and acknowledgement process.

Perform analyses of donor giving trends and alumni impact to inform development strategies.

Research potential donors and funders.

Co-organize and manage Metcalf Institute cultivation events with relevant URIFAE partners.

Organize, coordinate, and supervise students and volunteers involved in engagement project(s) and events.

OTHER DUTIES AND RESPONSIBILITIES:

Provide planning and technical support for Metcalf Institute workshops and public programs.

Provide support for Metcalf advisory council, including council outreach and quarterly meeting planning.

Perform other duties as requested.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, scanners, printers, word processing, database management and software, including Google Workspace, Microsoft Office Suite, Filemaker Pro, Ellucian Advance, and iWave.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum three years' experience in communications, event planning, research and data analysis, and/or donor engagement; Demonstrated experience in engagement and outreach; Demonstrated familiarity with fundraising appeals; Demonstrated analytical and organizational skills; Demonstrated attention to detail; Demonstrated ability to prioritize multiple projects in a deadline-driven environment; Demonstrated ability to maintain confidential information; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work both independently and with a team; and Demonstrated ability to work with diverse groups/populations.

PREFERRED: Demonstrated supervisory experience; Demonstrated experience providing planning and technical support for educational and training programs; and Demonstrated familiarity with database management software.

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