



POSITION ANNOUNCEMENT

Job title:	Associate Director, Foundation Relations Prospect Development		
Department:	Development Research & Resources		
Hours:	40+ per week		
Opening:	February 21, 2017	Closing:	Open Until Filled
Classification:	Exempt, Professional	Benefits:	Yes

General Position Summary:

In partnership with the Associate Vice President (AVP) of Development Research & Resources (DRR) and the Assistant Vice President of Foundation Relations & the GIFT Center, work to develop strategies and programs to build an effective pipeline of potential foundation donors to the University. Leverage a broad and deep understanding of foundation funding for higher education to provide information that supports the identification, research, and management of foundation prospects through the development cycle. Oversee processes for ensuring that the best prospects are actively managed by the appropriate Development Officers (DOs) and support their use of prospect research findings for informing development strategies. Support a comprehensive foundation relations strategy for the University Development Program (UDP) as developed by the Assistant Vice President, Foundation Relations & the GIFT Center.

Work with colleagues to develop policies and processes for foundation prospect development, including: standardizing foundation-focused research processes, products, templates, and services; responding to foundation-focused research requests; developing guidelines for conducting portfolio analysis, pipeline analysis, and assessing fundraising performance for the foundation relations program; and developing tracking and reporting processes for foundation relations prospect development metrics.

Supervisory Responsibility:

Although there are no supervisory responsibilities at this time, possible future supervisory responsibilities may include managing foundation relations prospect research or prospect management staff. This includes conducting annual performance reviews as well as being an ongoing resource and mentor for staff; delegating appropriate work and projects to employees based on their skill sets, knowledge, and experience; and providing guidance and direction for appropriate professional development activities.

Essential Functions/Major Responsibilities:

- Advise and report to the Assistant Vice President, Foundation Relations & the GIFT Center and other senior UDP and academic leaders on the status of foundation-focused fundraising strategies, activities, and progress.
- Analyze fundraising activity to support DOs and senior UDP and academic leaders in identifying top foundation prospects and suspects. Partner with prospect development colleagues and foundation relations leadership to recommend the recalibration of DO portfolios to maximize performance and elevate the highest priority foundation prospects for management.
- Research and produce clear profiles of foundation prospects, including: history and background, foundation leadership, financial capacity, philanthropic priorities/giving patterns, connections to

POSITION ANNOUNCEMENT, ASSOCIATE DIRECTOR, FOUNDATION RELATIONS PROSPECT DEVELOPMENT; PAGE 2

- Individual donors and prospects as well as campus leadership and researchers, alignment with University priorities, and the nature of any existing relationships to the University which may inform cultivation and solicitation strategies.
- In partnership with Assistant Vice President, Foundation Relations & GIFT Center, develop a Foundation Relations subcommittee to the Prospect Management Committee. Partner with cross-campus foundation relations-focused colleagues to develop and document clear and transparent policies and processes for the effective, donor-centered management of foundation prospects.
- In partnership with prospect development colleagues, develop and maintain a library of prospect development training materials, take shared responsibility for the ongoing education and management of new prospect development staff.
- Maintain proficiency with standard prospect development tools and resources and stay abreast of new resources and technologies to ensure that the department's resources meet industry standards.
- Manage and/or respond to foundation-focused prospect research and prospect management-related support requests that are directed to the team.
- Partner with foundation relations and prospect development colleagues to make recommendations and draft proposals for developing and/or modifying Prospect Management Policy & Process Guidelines related to foundation prospect management.
- In partnership with the Training & Information Engagement team, build standard prospect management query templates & system reports for foundation-focused DOs to access on their dashboards as common business needs are identified. Also act as the foundation relations prospect management expert to inform and refine appropriate prospect management training programs for foundation relations DOs and their support staff.
- Participate in the administration and configuration of the prospect research and management components of the Raiser's Edge development system to ensure effective and optimal use for foundation relations. Provide insight/advice on optimizing alternative prospect management tools for foundation prospects. Provide regular quality checks and audits as needed to ensure the quality of foundation prospect, rating, action, and proposal data.
- Become proficient in use of UAccess Research to retrieve information related to foundation prospects, donors, and proposals. Recommend and implement strategies to combine information on foundation prospects across information systems to create a holistic view and strategies.
- Partner with Foundation Relations staff and key campus units focused on foundation fundraising (for example, the Office of Research, Discovery, and Innovation) to drive prospect development strategies and share comprehensive foundation relations information with campus stakeholders.
- Take the lead on special projects as needed. Topics may include: identification of future foundation prospects, peer benchmarking studies, prospect management process improvement assessments, investigation of additional research resources, and liaising with outside consultants and vendors.
- Assist the AVP in setting short and long-term goals and priorities for the foundation relations prospect development program.
- Seek opportunities for professional development to enhance job performance. Develop and maintain a network of contacts with foundation relations prospect development professionals.
- Assist the AVP in creation of a template for foundation briefing documents for senior campus leaders. Prepare such background briefings for senior campus leaders' visits to/from foundations.
- Safeguard the confidentiality of constituent information at all times. Establish, disseminate, and regularly review standards of ethics and confidentiality regarding the handling of donor and volunteer information and train prospect development staff and colleagues to understand/
-

***POSITION ANNOUNCEMENT, ASSOCIATE DIRECTOR, FOUNDATION RELATIONS
PROSPECT DEVELOPMENT; PAGE 3***

- Implement these standards. Adhere to ethical and confidentiality guidelines of both the Foundation and the Association of Professional Researchers for Advancement (APRA).
- Perform additional duties as assigned.

Specific Job Skills:

- Demonstrated skill and knowledge of, or ability to learn quickly, the internal workings of the Foundation/University as well as the technology tools available to University of Arizona Development Program including The Raiser's Edge (the development system), a Microsoft Windows computer environment, and the Microsoft Office suite (including Microsoft Outlook, Word, Excel, PowerPoint and Access required).
- Knowledge of or ability to learn quickly the principles, practices, developments, and techniques of managing a foundation relations prospect development program in a complex fundraising and development operation, including an understanding of how prospect development information is integrated into those operations.
- Proficiency with query and analysis techniques and tools used to modify, retrieve, manipulate, and report on information stored in relational database management systems.
- Skill in establishing and maintaining effective working relationships, including the ability to communicate effectively and lead, influence, and collaborate with colleagues in a matrix-structured work environment.
- Strong commitment to customer service required.
- Strong verbal and writing skills, high attention to detail and follow-up, and excellent organizational skills required – including the ability to set priorities and manage several projects simultaneously.
- Ability to manage confidential information with discretion and tact required.
- An exceptional work ethic and track record of personal initiative required.
- Must be flexible and adaptable to new programs in an emerging and changing environment.

Minimum Qualifications:

- A minimum of five (5) years of professional work experience, with at least three (3) years in prospect development related activities.
- Proficiency in doing research using a variety of online research databases and other resources.
- Proficiency in developing policies and processes to support fundraising activity.
- Strong understanding of financial principles and business practices required.
- Any equivalent combination of experience, training and/or education approved by Human Resources.

Preferred Qualifications:

- Bachelor's and/or Master's Degree in a related field (Business Administration, Social Sciences, Library & Information Science, Non Profit Management, etc.) desirable.
- Knowledge of foundation funding for higher education and/or healthcare.
- One or more years of experience using The Raiser's Edge, version 7.
- Three (3) or more years of experience working in a higher-education development role.
- Experience working closely with frontline development officers.
- Demonstrated experience leading a project team, acting as a lead, and mentoring or managing colleagues.

***POSITION ANNOUNCEMENT, ASSOCIATE DIRECTOR, FOUNDATION RELATIONS
PROSPECT DEVELOPMENT; PAGE 4***

Work Environment:

- This position works in an office environment with close work on a computer.
- Willingness and ability to work evenings and weekends as required.
- Willingness and ability to travel to various offices and departments across campus and/or non-campus locations for Foundation or University business required.

To Apply:

Please send a letter of interest, résumé, and three professional references (include job number **DS1704** in the subject line) to:

The University of Arizona Foundation
Attn: Human Resources
1111 N. Cherry Avenue, Tucson, Arizona 85721
***E-mail: hrdept@uafoundation.org**

E-mail submission is the preferred method in Word or PDF format

The University of Arizona Foundation is an Equal Opportunity Employer.