

THE UNIVERSITY OF ARIZONA FOUNDATION

POSITION ANNOUNCEMENT

Job Title: Assistant Director, GIFT Center/Foundation Development

Department: Central Development

Hours: 40 per week

Benefits: Yes

Opening: November 22, 2011

Closing: Open until filled

Job Status: Exempt, Professional Staff

General Position Summary:

This position helps direct the foundation development program and the Grant Information, Facilitation, and Training (GIFT) Center by: identifying, cultivating, soliciting through the grant process, and stewarding organizational donors; assisting University of Arizona development officers and faculty and staff with the grant proposal and award process; and participating in the education, facilitation, and training activities associated with the GIFT Center.

Essential Functions/Major Responsibilities:

Identifying, Cultivating, and Stewarding Foundation Prospects and Donors

- Develops and maintains foundation relationships in all phases of the development cycle.
- Identifies possible corporate and foundation grant prospects.
- Analyzes prospect information to identify likely sources for specific projects and programs. Shares prospect information with GIFT Center listserv, and oversees listserv management.
- Acquires and maintains a sound understanding of the University and its associated programs.
- Supports development officers, faculty, and staff in stewarding foundation donors.

Assisting Development Officers, Faculty, and Staff with the Grant Process

- Builds and maintains cordial and cooperative relationships with development officers, deans, department heads, faculty and staff.
- Works with development officers, faculty, and staff to produce and polish proposals and other written communication with foundations.
- Supports larger strategic University initiatives involved with foundation development.

Participating in the Grant and Fundraising Activities of the GIFT Center

- Supports the mission of the GIFT Center by assisting in providing foundation- and grant-related information and training to development officers, faculty, and staff as well as one-on-one and small group consults to GIFT Center clients.
- Tracks and reports on department activities, including database and electronic and paper records. Oversees department activity tracking and post-award stewardship process.
- Helps develop and disseminate best practices information related to grants and fundraising.
- Participates in and supports UA Foundation grantmaking programs.
- Performs other related responsibilities as assigned by supervisor.

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Specific Job Skills:

- Ability to meet deadlines and handle multiple projects simultaneously.
- Ability to prioritize assignments effectively.
- Excellent writing skills.
- Excellent communication and interpersonal skills.
- Ability to understand and work within budgetary procedures, policies, and restrictions.
- Skill in operating PC-based software such as word-processing (MS Word), internet, and spreadsheets (Excel).
- Physical ability to operate basic office machinery.
- Can contribute to and adapt in a highly collaborative working environment.

Minimum Qualifications:

- Bachelor's degree in any discipline, with an emphasis on writing skills; AND;
- Two years experience in the grant profession or development, marketing, and/or public relations or program coordination/management.
- Any equivalent combination of experience, training and/or education as approved by Human Resources.
- Ability to work effectively with a wide variety of individuals, including development officers, deans, faculty, and staff at corporations and foundations.

Preferred Qualifications:

- Experience writing grant proposals.
- Demonstrated experience and ability to research projects through a variety of means.
- Knowledge and experience of fundraising and development functions.
- Understanding of corporate and foundation grantmaking processes.
- Understanding of budgets as they relate to programs, proposals, and grants.
- Experience in a higher education setting.
- Knowledge of donor database systems, such as Raiser's Edge.

Work Environment:

This position will work in a standard office environment, spend a large amount of time sitting, and spend a large amount of time performing tasks on a computer.

To Apply:

Please send a letter of interest, resume, and three professional references (include job number CD1112 in the subject line) to:

The University of Arizona Foundation Attn: Human Resources
1111 N. Cherry Avenue Tucson, Arizona 85721 Fax (520) 621-2975

*E-mail hrdept@al.arizona.edu

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

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