

THE UNIVERSITY OF ARIZONA FOUNDATION

POSITION ANNOUNCEMENT

Job title: Director of Regional Development

Department: Office of Development & University Campaigns

Hours: 40+ per week

Benefits: Yes

Opening: June 25, 2010

Closing: Open Until Filled

Classification: Exempt, Professional Staff

The primary responsibility of the Director of Regional Development is to identify, qualify, cultivate, and solicit individuals for philanthropic support of the University of Arizona. All members of the Regional Development team travel regularly in assigned states and regions to visit donors and prospects.

Supervisory Responsibility:

This position is not supervisory in nature.

Essential Functions and Major Responsibilities:

- Serve as a member of the UA Development Team. Personally and professionally exhibit the UA Foundation's cornerstone values of accountability, integrity, service excellence, and trust.
- Each month, travel at least seven days and have personal visits with at least 15 donors and prospects.
- Identify alumni and friends to visit by analyzing information available in The Raiser's Edge computer records system and research profiles prepared by the UA Foundation Office of Prospect Management and Research.
- Schedule appointments with individuals to build relationships and to discuss and assess their (1) personal interests that may correlate with UA programs and giving opportunities, (2) financial capacity to make major, planned, and leadership-level annual gifts, and (3) propensity and desire to be philanthropic in support of the UA. Present the case for philanthropic support of the University of Arizona and giving/naming opportunities. Explain the various ways donors can make gifts. Solicit and secure gift commitments.
- Be the liaison for donors with the UA units and programs that they desire to support. As prudent, collaborate with UA Foundation development staff and unit development officers, deans, and directors to strategically engage and move a donor prospect toward making a gift commitment.
- Develop and manage a portfolio of assigned prospects for major gifts of at least \$25,000.
- Assist in the public recognition and stewardship of assigned donors.
- Keep the supervisor—the Associate Vice President for Regional Development & Campus Initiatives—regularly apprised of travel plans and calendar, donor contacts, and gift proposal/solicitation activity.
- Carry out other duties and projects as assigned.

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Specific Job Skills:

- Excellent interpersonal skills and ability to effectively represent the University of Arizona and the University of Arizona Foundation.
- Excellent writing and speaking skills (demonstrated competence in the English language and grammar).
- Excellent time management and organizational skills.
- Working knowledge of the ways donors can make charitable gifts, including cash, appreciated securities, real and personal property, charitable remainder trusts, bequests in a will or living trust, charitable gift annuities, etc.
- Ability to build productive relationships with donors, UA faculty and staff members, and colleagues on the UA Development Team.
- Ability to effectively communicate the UA mission, strategic plan and goals, and case for philanthropic support.
- Ability to inspire cooperation and participation.
- Ability to initiate first contacts with donors and prospects.
- Ability to understand and follow UA and UAF policies and procedures.
- Ability to understand and work within budgetary restrictions.
- Ability to operate basic office equipment (computer, telephone, fax machine, etc.).

Minimum Qualifications:

- Bachelor's degree AND;
- A minimum of three (3) to five (5) years professional experience in philanthropic development, sales, public relations, or equivalent.
- Valid and clean driver's license.

Preferred Qualifications:

- Successful track record of personally cultivating, soliciting, and closing major, planned, and annual gifts from individuals, or similar success in a related field (e.g., sales).
- Successful experience working at a college, university, or other nonprofit organization.
- Program and personnel management experience.

Work Environment:

- Overnight regional and national travel is required.
- Some work and travel during evenings and weekends is required to meet with donors and/or to attend special events.

To apply, please send a letter of interest, resume and three professional references (reference job number DV1003 in the subject line) to:

The University of Arizona Foundation
Attn: Human Resources
1111 N. Cherry Avenue
Tucson, AZ 85721
*E-mail hrdept@al.arizona.edu

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