



RUTGERS[®]

UNIVERSITY FOUNDATION

Associate Director of Development
Douglass Residential College
New Brunswick, NJ

POSITION OVERVIEW

The Rutgers University Foundation seeks an experienced major gifts professional to serve as the Associate Director of Development for Douglass Residential College and create significant impact on women's education in the context of a leading, research intense and resource rich, public university. This opportunity comes at a moment of refreshed leadership and energy at Rutgers as strategic growth plans are underway in anticipation of the university's next comprehensive campaign.

Douglass has built significant momentum as it recently completed its 100th Anniversary campaign, raising \$15 million against an original goal of \$10 million, and features its own dynamic leaders across the BOLD Center and Women in Science and Engineering program. Following the highly successful twelve-year tenure of its most recent dean, and under the current leadership of Interim Dean Meghan Rehbein, the College is poised to enter an exciting new era as a national search for its next Dean gets underway at the same time as the university prepares for the public phase of its campaign.

Founded in 1918, Douglass is an intellectual community for undergraduate women within Rutgers University that inspires its students to learn, lead, and live with conviction, creativity, and critical insight. As the only women's residential college in the nation located within a comprehensive public

research university, Douglass fosters transformative learning through its culture of inclusion and excellence, its priority on experiential education, and its commitment to creating knowledge for women's contribution to a just and equitable world. More than 39,000 living alumnae call Douglass alma mater, an impressive, successful and loyal group that includes U.S. District Court judges, Emmy Award winners, corporate CEOs, higher education leaders, and New York Times bestselling authors.

Roughly 2,400 Douglass students benefit from both a small-college atmosphere dedicated to women's success and leadership and the rich educational and research resources of Rutgers University – New Brunswick. Over 70% of Douglass students are women of color, 40% are African American or Latina, and one-third are first-generation college students.

Douglass students major in disciplines across all schools at Rutgers-New Brunswick and enjoy an expansive and innovative array of interdisciplinary educational and co-curricular opportunities, all founded on an ideal of diversity and inclusion. Since its founding, Douglass has been committed to the success of women undergraduate students. While the structure of the college has changed in its 100+ year history, the commitment to its students has never wavered. Today's Douglass is the leading model for women's education, incorporating a culture of women's advancement within one of the finest public universities in the country.

The Associate Director of Development (AD) will join a highly talented and committed team of development professionals and partner with the Associate Dean for Advancement, Elia Desruisseaux, to help finalize the college's plan for the upcoming campaign, build a pipeline of major gift donors, secure early funding for Douglass campaign priorities, achieve the college's annual major gifts and campaign goal, and execute campaign initiatives.

The AD's passion for women's advancement will help further efforts to build the case for philanthropic support for Douglass' strategic needs. As a member of the advancement team, they will play a critical role in enhancing the college's existing development and alumnae relations efforts, focusing on relationship-driven donor-centric fundraising while identifying innovative opportunities and new partnerships. As meaningful opportunities are uncovered for major gifts, alumnae engagement, and donor stewardship, the AD will collaborate with Rutgers University Foundation colleagues across Corporate and Foundation Relations, Annual Giving, Alumni Relations, Planned Giving, Donor Relations and other units, including other major gift officers, to be successful.

The ideal candidate is relationship-driven and donor centric with a track record of fundraising success at 5-and 6- figure gift levels; demonstrates an interest in diversity and inclusion; shows an ability to think and act strategically, while exhibiting creativity and initiative; and thrives in a team-based environment. The DoD demonstrates cultural fluency, empathy, and high emotional intelligence along with the skill needed to handle complex organizational details and project manage a variety of tasks.

RESPONSIBILITIES

- Actively meet with current and prospect donors with the capacity to make gifts of \$25,000+; hold 75-100 unique meetings with prospects/donors annually; shepherd donors/prospects through every step of the donor solicitation cycle (identify-qualify-engage-solicit-steward); collaborate with various partners to grow the pool of potential donors and strengthen

engagement of current pool; utilize all methods of solicitation such as planned giving and gifts of securities.

- Cultivate and maintain strong working relationships with assigned prospects, staff, campus partners and the Associate Dean; identify and leverage connections to alumni and friends to facilitate meaningful prospect engagement, solicitation, and stewardship.
- Partner with the Associate Dean in concert with college leadership to identify and develop fundraising goals and objectives that reflect the campaign priorities of the university and the needs of the college.
- Partner with the Associate Dean to develop a strategy and build a pipeline for new five- and six-figure prospects as well as stewardship plans for the College's highest-level donors.
- Collaborate with alumni and non-alumni volunteers to identify, engage, solicit, and steward potential donors.
- Develop and maintain a positive, professional working relationship with Douglass staff, faculty partners, and various campus offices.
- Model "best practices" for relationship-driven fundraising for campus partners and guide their participation in the donor cycle.
- Clearly articulate, in written and verbal form, the needs and priorities of Douglass in a way that establishes a compelling case for support.
- Attend College and University functions to develop a familiarity with Douglass's culture and alumnae base. Appropriately participate in the design and execution of donor/prospect program and events as they relate to major gift fundraising activities.
- Support the Associate Dean for Advancement, College leaders, and staff as assigned in organizing and facilitating donor/prospect meetings, managing logistics for these meetings, and drafting briefing materials, follow-up reports, documents, and other external correspondence.
- Maintain information about donors/prospects in the development database and draft reports for partners in assigned departments; prepare meeting briefing memos for the staff and alumni partners; draft meeting call reports for the University's files; ensure the maintenance of records in the Development database; and use technology effectively to research, organize and present information about assigned donors/prospects.
- Remain aware of current trends in higher education and philanthropy including Identify best practices at other organizations for stewardship planning and operations.

IDEAL QUALIFICATIONS

- Bachelor's degree or equivalent work experience including three to five years in major gift fundraising at five- and six-figures.
- Demonstrated personal interest in and affinity for the College's commitment to preparing women leaders to contribute to 21st century solutions in environmental, economic, social justice, and technological challenges.
- A persuasive and effective communicator with strong listening skills who will be a passionate advocate for Douglass and tell its distinctive stories to inspire and engage myriad audiences in the college's mission.
- Creativity and insight in identifying effective collaborations between institutional goals and needs and prospective donors; learns new concepts quickly and adeptly, and effectively communicates them to donors.
- Creative and thoughtful in aligning donor interests with institutional priorities and needs and a record of excellent follow through with donors and staff.
- Exceptional interpersonal skills, high emotional intelligence, and genuine interest in others.

- The maturity, judgment, and respect requisite to engage with leaders of corporations and industry.
- Demonstrated ability to work within a team and work closely with senior administrative and program leaders.
- Ability to deal with a variety of situations with discretion and confidentiality; high integrity; able to prioritize job duties in a flexible manner.
- Willing to actively support the ideals of a beloved community with respect and openness towards others whose social and cultural background is different from one's own.
- When it is safe to do so, able and willing to travel to develop and maintain relationships with prospects and donors, including evenings and weekends as needed.
- Proficiency with Excel, Power Point, Adobe Acrobat, MailChimp, and ability to work across a variety of digital platforms is helpful.

DOUGLASS RESIDENTIAL COLLEGE

Douglass Residential College is an intellectual community for undergraduate women within Rutgers University that inspires its students to learn, lead, and live with conviction, creativity, and critical insight. The College is a vibrant academic community committed to providing innovative programs for women students of all backgrounds. Its mission is built on a commitment to prepare women to thrive in the rapidly changing global work force and create the next generation of women leaders to contribute to 21st century solutions in environmental, economic, social justice, and technological challenges. Douglass Residential College values diversity and inclusion, academic excellence, leadership development, and community service.

A bold and exciting new curriculum, just unveiled, fosters discovery and equips Douglass students to forge their own paths as leaders. The new curriculum directs students through five core experiences that encourage them to use their curiosity and intellect while building on their own dynamism, creativity, and sense of wonder. Grounded in the world-class Rutgers experience, students learn from experts what it means for women to lead and succeed. The curriculum exemplifies the Douglass Difference: encouraging women to think in terms of possibilities and providing an education that turns possibilities into realities. It includes five key experiences:

1. Knowledge and Power: A required three-credit foundational course that sets the tone for the whole Douglass Experience. Offered in partnership with the Women's Gender and Sexuality Department, it introduces students to a foundational understanding of the status of women in literature and leadership.
2. Community Engagement: Students learn and grow through on-campus housing, living-learning communities and student organizations. Special opportunities draw commuter students firmly into the Douglass community.
3. Advancing Diversity, Equity and Inclusion: Equity and inclusivity underscore a focus on women's leadership that finds practical application in interdisciplinary programs, living-learning communities, workshops, academic research, and student leadership training.
4. Douglass Discovery: students use research and collaboration to explore a wide variety of fields of study including small group experiences with Faculty Fellows, hands-on STEM research opportunities through Project SUPER and an Artist in Residence collaboration with the Mason Gross School of the Arts.
5. Career Pathways: Highly effective programs in leadership development, mentoring, career advancement, and personal growth combine to transform futures. The Reilly BOLD Center helps students clarify their career goals, connect with mentors and role models and prepare for lifetime success.

The Douglass **Strategic Plan 2016-2023**: A Transformative Future Building on 100 Years of Success, details the following strategic priorities:

- Advance intellectual excellence in the core curriculum.
- Enhance the transformative student experience by creating a new center for leadership, career, and personal development.
- Establish Douglass' prominence as a leader in STEM education for women.
- Further the Douglass emphasis on fostering inclusiveness.
- Promote Douglass as a leader in women's education at Rutgers University, in the U.S., and around the world.
- Develop the resources needed to support growth and innovation at Douglass.

More information for the college can be found at <https://douglass.rutgers.edu/>.

RUTGERS UNIVERSITY FOUNDATION

Since its founding in 1973, Rutgers University Foundation has advanced Rutgers' pursuit of excellence in education, research, and public service. The foundation inspires philanthropic support and enduring connections with alumni, parents, friends, corporations, foundations, and other supporters, raising money for university priorities and empowering Rutgers to better the world. The foundation is a tax-exempt 501 (c)(3) organization and also encompasses the Rutgers University Alumni Association, which builds community and fosters scarlet pride through the meaningful engagement of current and future alumni. For more information about Rutgers University Foundation, visit support.rutgers.edu.



APPLICATION

Please submit your resume and cover letter to ruf@pearlstreetcollective.com. All applicant materials will be held in confidence. Pearl Street Collective, a national women-owned executive search firm, has been retained to conduct this search. Adele Mezher and Maeve Clifford, Co-Founders and Managing Partners, are leading the engagement.

It is Foundation policy to provide equal employment opportunity to all its employees and applicants for employment regardless of their race, creed, color, national origin, age, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, disability status, liability for military service, protected veteran status, affectional or sexual orientation, atypical cellular or blood trait, genetic information (including the refusal to submit to genetic testing), or any other category protected by law. As an institution, we value diversity of

background and opinion, and prohibit discrimination or harassment on the basis of any legally protected class in the areas of hiring, recruitment, promotion, transfer, demotion, training, compensation, pay, fringe benefits, layoff, termination or any other terms and conditions of employment.

Rutgers University Foundation requires that all visitors be vaccinated against COVID-19 and submit proof of vaccination prior to their arrival on campus. Visitors who cannot receive the vaccine because of a medical contraindication or a religious belief may request an accommodation to this requirement.



WELCOME TO NEW BRUNSWICK

New Brunswick offers everything from a pulsing, bustling environment to a tree-lined, classically collegiate campus feel. It is perfectly situated in central New Jersey along the southern banks of the Raritan River in the Raritan Valley region. The city holds proximity to the major urban centers of New York City and Philadelphia and the iconic Jersey Shore and is home to 55,000 residents. New Brunswick is both a regional commercial hub for the Central New Jersey region and a prominent and growing commuter town for residents commuting to New York City within the New York metropolitan area.

The City Center boasts over 50 restaurants and eateries, live music, dance clubs, comedy clubs, and gastropubs. New Brunswick's museums and galleries ranging from one-of-a-kind collections, to works from up-and-coming artists. There are endless options for enjoying the performing arts including the State Theatre New Jersey, Crossroads Theatre Company, and the George Street Playhouse. Residents have the opportunity to attend nationally recognized theatre troops, performing Broadway-caliber shows. Rutgers University's renowned Mason Gross School of the Arts and the American Repertory Ballet, also contributes to the vibrant arts scene.

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