



**RUTGERS**<sup>®</sup>

UNIVERSITY FOUNDATION

Assistant Director Development, Rutgers Cancer Institute of New Jersey  
Rutgers Biomedical and Health Sciences  
New Brunswick, NJ

### POSITION OVERVIEW

The Rutgers University Foundation (RUF) seeks a mission-driven, creative, and determined development professional to serve as Assistant Director of Development for the Rutgers Cancer Institute of New Jersey (CINJ). As a member of the premier academic health center for the state of NJ, the Assistant Director of Development (ADD) will identify, engage, and solicit new alumni and grateful patient prospects in support of CINJ. This is an exceptional entry point into Rutgers that offers a supportive environment in which to learn and refine the important foundational skills necessary as a frontline fundraiser.

The ADD will be entering RUF at a time of refreshed leadership and exciting plans for growth in anticipation of the University's next comprehensive campaign. Within CINJ, momentum is already building as the Institute strategically established a growing grateful patients program, closed the largest gift in its history to establish the **Duncan and Nancy MacMillan Cancer Immunology and Metabolism Center of Excellence**, and is part of a system-wide capital campaign to construct the **Jack and Sheryl Morris Cancer Center**, a state-of-the-art, freestanding cancer hospital featuring outpatient and inpatient capacity coupled with research laboratories, retail space and ancillary services devoted to patient wellness and is a first of its kind in New Jersey.

Reporting to the Senior Director of Development for CINJ, Chelsea Irvin, the ADD solicits and engages leadership-level donors on behalf of the CINJ annual fund and other CINJ funding objectives. The ADD maintains a portfolio of prospects and cultivates, solicits, and stewards gifts at leadership annual levels (gifts up to \$25,000) with the opportunity to broaden into higher gift levels.

PEARLSTREETCOLLECTIVE

A highly visible representative of RBHS, and Rutgers at-large, the ADD shares an appreciation for the diverse and impactful work done at RBHS and thoroughly understands fundraising priorities in order to make a compelling case for support.

The ideal candidate is expected to have one to three years of fundraising experience, ideally within a grateful patients program; a solid record of consensus building and collaboration; experience stewarding and soliciting gifts and/or engaging alumni/grateful patients and other constituencies; excellent verbal and written communication, organizational and interpersonal skills; and an approach that believes there are no dead ends but only new avenues to pursue. They must exhibit strong professional judgment and exemplify the mission, core values and vision of RBHS including a compassionate, professional, and donor-centric demeanor in all interactions with donors, patients, alumni, and other volunteers.

## RESPONSIBILITIES

- Maintain a portfolio of approximately 75 donors and prospects at the Leadership Gift level (defined as gifts or pledges between \$1,000 and \$24,999) with responsibility for the identification, discovery, qualification, cultivation, solicitation, and stewardship of a diverse base of supporters including patients, alumni, families, and friends.
- Establish effective relationships with leadership gift prospects and donors and collaborate with all offices within the RBHS development to meet the fundraising objectives of the institution.
- Design, prepare, and disseminate fundraising and marketing material in an accurate and timely fashion. Create development/stewardship communications to communicate donors' giving specifications.
- Develop and maintain a positive, professional working relationship with the researchers, clinicians, administrators, faculty members and staff within the RBHS system and CINJ, work with and help educate internal contacts on effective fundraising actions and guide them through the process; coordinate RBHS events for cultivation and stewardship purposes; clearly articulate, in written and verbal form, the needs and priorities of RBHS and CINJ.
- Collaborate with RBHS and RUF colleagues to effectively communicate and comply with operational policies and procedures; accurately analyze and maintain reports, data and unit documents; and follow RUF policies and procedures as they relate to prospect management, solicitation and follow-up procedures.
- Ensure timely reporting and tracking of contacts, solicitations, events planning, etc. through RUF tracking systems (i.e., Radar, events calendar).
- Partner with advancement colleagues including prospect research, alumni records and donor relations; encourage and support other RUF offices to develop high-end alumni and grateful patient cultivation and networking activities; work as a "team player."
- Represent the CINJ Development Office at Third Party fundraising events for the Institute when team members are expected to volunteer.

## IDEAL QUALIFICATIONS

- Bachelor's degree or equivalent work experience including one to three years' experience in advancement (annual giving, telephone solicitation, alumni relations, etc.), ideally in a higher education institution or medical institution.

- Excellent verbal and written communication, organizational and interpersonal skills; able to articulate values, information, and compelling cases to multiple audiences, one-on-one, and through formal proposals and/or presentations.
- An entrepreneurial spirit, one that takes initiative and actively seeks to deepen current donor relationships and forge new ones.
- Ability to think strategically; understand the role of individuals in contemporary philanthropy; handle complex organizational detail; reasonable computer literacy to include industry standard software; ability to deal with a variety of situations with discretion and confidentiality; 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.

### RUTGERS CANCER INSTITUTE OF NEW JERSEY

As New Jersey's only National Cancer Institute-designated Comprehensive Cancer Center, Rutgers Cancer Institute of New Jersey's team of internationally recognized physicians and researchers is driven by a singular focus and mission, to help individuals fight cancer. Through the transformation of laboratory discoveries into clinical practice, CINJ targets cancer with precision medicine, immunotherapy and clinical trials and provides the most advanced, comprehensive, and world class cancer care to both adults and children. CINJ physicians and scientists work side by side to make sure the most sophisticated treatments are delivered to our patients quickly and safely. More information for CINJ can be found at [cinj.org](http://cinj.org).

### RUTGERS BIOMEDICAL AND HEALTH SCIENCES

Led by chancellor **Brian L. Strom** and serving as New Jersey's premier academic health center, Rutgers Biomedical and Health Sciences (RBHS) thrives in educating students, providing clinical care, and conducting research, all with the goal of improving human health. RBHS is equipped as never before to transform lives with its superior and professional staff along with their community of healers, scientists, and scholars. It serves as the umbrella organization for eight schools, four centers, and institutes, and a behavioral health network. RBHS works synergistically with many other academic, research, and clinical units throughout the university and the region and is integral to Rutgers' mission. More information can be found at [rbhs.rutgers.edu](http://rbhs.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](http://support.rutgers.edu).

### APPLICATION

Please submit your resume and cover letter to [ruf@pearlstreetcollective.com](mailto: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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