



RUTGERS[®]

UNIVERSITY FOUNDATION

Associate Director of Development, Rutgers Business School
Newark, NJ and New Brunswick, NJ

POSITION OVERVIEW

The Rutgers University Foundation seeks an energetic, resourceful, and team-oriented advancement professional to serve as Associate Director of Development for the Rutgers Business School (RBS) and play a key role in helping to ensure the institution's long term philanthropic success. The Associate Director will join the Foundation at a moment of great energy and excitement as Rutgers prepares for the launch of a historic, multi-billion-dollar comprehensive campaign, and RBS continues to grow in both size and prominence as a premier institution in the education and training of future leaders in business.

Founded in 1929, Rutgers Business School has been accredited since 1941 by AACSB International—the Association to Advance Collegiate Schools of Business—a distinction that represents the hallmark of excellence in management education. Today, Rutgers Business School is the top ranked public business school in the Northeast U.S. according to the Financial Times, and the No.1 in MBA employment among the Big 10 Schools according to US News & World Report. Located within an easy drive of New York City, Philadelphia, and the pharmaceutical hub of central New Jersey, RBS is well positioned to access high net worth alumni and corporate partners. With schools on both the Newark and New Brunswick campuses, RBS offers students programs that equip them with the skills they need to succeed in today's diverse global business environment. In addition to the school's academic excellence, RBS has also been identified as a leader in diversity, with the Newark campus being ranked among the nation's top five for diversity.

Reporting to the Associate Dean of Advancement Kristin DiFoglio, the Associate Director will focus on building RBS's major giving pipeline. They will begin with a pool of assigned donors and prospects that they will further expand through the identification, cultivation, solicitation, and stewardship of new prospects and donors. They will interface with the school's faculty and department chairs, student organizations and development staff to identify new giving pathways and help lift RBS to new heights of success. Gift ranges for this role are expected to fall in the range of \$25,000 to \$100,000+.

The ideal candidate possesses exceptional interpersonal skills and is determined and hard-working with an eagerness to build a new portfolio of donors and a demonstrated commitment to diversity, equity, and inclusion. They will have a background in higher education development with prior experience fundraising for a business school or other business-related academic programs. They will bring a solid record of success in systematically identifying donors and establishing relationships with high-net-worth individuals while communicating RBS's academic pursuits to alumni and friends of the school. They will demonstrate accountability, self-awareness, and a team approach as well as have a passion for building authentic relationships designed to support academic priorities.



Welcome to the Rutgers University Foundation

RESPONSIBILITIES

- Build and maintain a portfolio of donors and prospects rated at the major gift level with responsibility for the identification, discovery, qualification, cultivation, solicitation, and stewardship of a diverse base of supporters including alumni, institutions, and friends.
- Meet mutually established goals related to solicitations, gift closures, prospects met, and qualifications.
- Develop positive, professional working relationships with the faculty and staff members within Rutgers Business School.
- Clearly articulate, in written and verbal form, the needs and priorities of RBS to make a compelling case for support.
- Collaborate with RBS and Rutgers University Foundation (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.

- Develop cutting-edge alumni cultivation strategies and networking activities in partnership with advancement colleagues, including prospect research, alumni records, and donor relations.

IDEAL QUALIFICATIONS

- Bachelor's degree or equivalent work experience including three to five years in advancement that may include annual giving or donor relations; experience with major gifts preferred; corporate and/or foundation relations experience is a plus.
- Integrity, creativity, energy, and independence; ability to think strategically; understand the role of individuals in contemporary philanthropy; handle complex organizational detail; excellent verbal and written communication skills and experience articulating values, information, and compelling cases to multiple audiences, one-on-one, and through formal proposals and/or presentations.
- Exceptional interpersonal skills; 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 BUSINESS SCHOOL

Rutgers Business School is a vibrant academic community committed to providing innovative business programs for students of all backgrounds. Its mission is built on a commitment to cultivate business knowledge, ethical judgement, and global perspectives in students; promote innovative research and teaching; and establish robust business partnerships. RBS academic programs are designed to prepare students to be professionals by reinforcing the value of a strong work ethic and the principles of honesty and integrity, imparting business knowledge through rigorous study, problem-solving skills, and case-based teaching, and emphasizing strong leadership and communication abilities via innovative curriculum design. With ties to leading global companies and a commitment to career services, Fortune has ranked the school in the top ten for best return-on-investment among business schools in the nation.

Rutgers Business School has a world-class faculty, fully dedicated staff, talented students, and strong alumni and corporate sponsors. The academic faculty's scholarly work is published extensively and attracts significant research grants, while the industry faculty and executives-in-residence bring valuable business knowledge and insight from their industries into their classrooms, office hours and on-campus mentorship programs. Both RBS-Newark and RBS-New Brunswick host numerous high-impact research conferences that draw renowned scholars from all over the world.

More information on Rutgers Business School can be found at <http://www.business.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 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 NEWARK

The Garden State's largest metropolis is just eight short miles from Manhattan and a stone's throw from outdoor activities like access to the Jersey Shore, hiking trails and kayaking. Newark, the state's largest city and cultural capital, boasts America's first and oldest public park as well as one of the country's largest performing arts venues. Newark is also home to New Jersey's biggest museum, pro sports, fine arts, urban retail and award-winning restaurants.

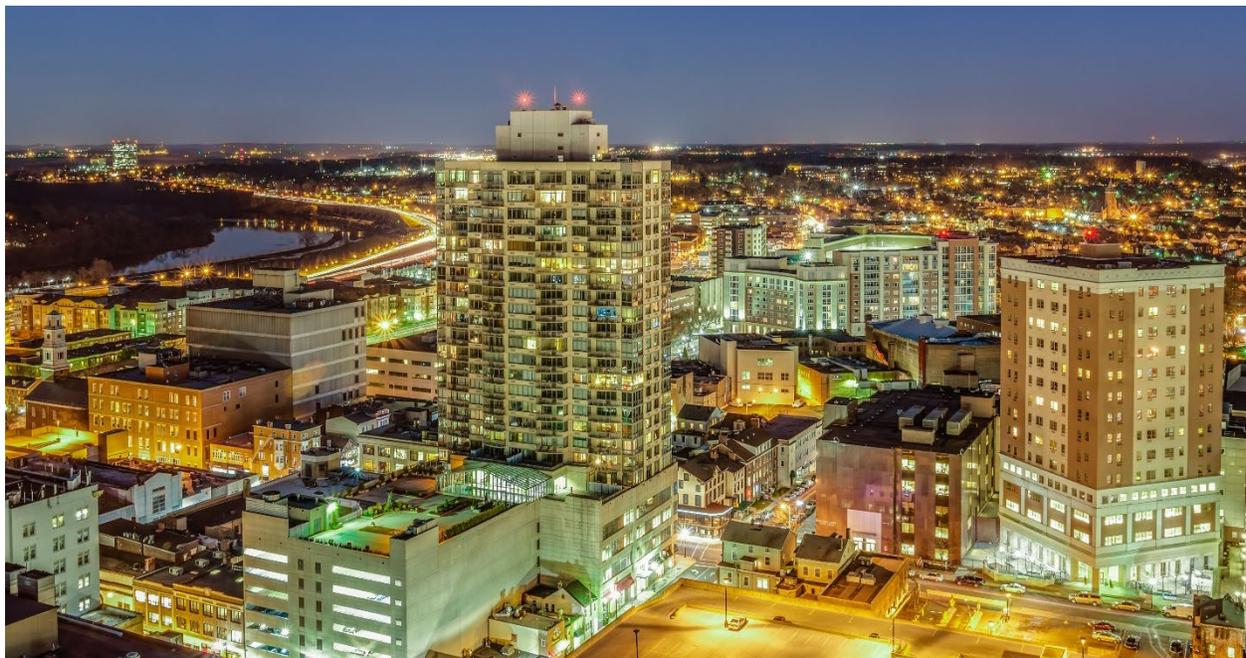
The New Jersey Performing Arts Center, which opened in the downtown area in 1997 has attracted nearly 10 million visitors since its inception. The Prudential Center is the city's venue for big events. Located downtown and close to great restaurants, parking and public transportation, it's the home of the NHL's New Jersey Devils.

Newark Walks, an easy-to-follow, 5K walking trail throughout downtown Newark, was one of several initiatives launched in 2016 in celebration of the city's 350th anniversary. Early April brings with it the annual Essex County Cherry Blossom Festival which highlights the blooming season of the region's 5,000 cherry blossom trees. In 2019, city and corporate officials cut the ribbon to open Mulberry Commons, a \$10 million private/public development project in Newark's downtown. The project is a milestone in Newark's economic development, creating a new center of gravity in the city's growing downtown and unlocking the development potential of Newark's Penn Station, one of the nation's busiest rail hubs.

Outdoor enthusiasts can enjoy Riverfront Park, a centerpiece of the city's great park system with 15 acres of biking and walking trails, playgrounds and ball fields located alongside the Passaic River. Greater Newark boasts nature reserves that include South Mountain Reservation, a 2,000-acre wooded area laced with trails, vistas and a waterfall. The adjacent Turtle Back Zoo is filled with exotic and familiar animals.

Newark has been a city on the rise for many years with ambitious plans for the future. It is a culturally diverse community which is proud of its mixed heritage and hosts events such as Afrobeat Festival, Portugal Day Newark Festival, and Newark Gay Pride Fest are examples of the city's vibrant scene.

[Click to tour Rutgers University-Newark](#)



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.

[Click to Tour Rutgers-New Brunswick](#)