



RUTGERS.
UNIVERSITY FOUNDATION

Assistant Director of Development
School of Arts & Sciences
New Brunswick, NJ

POSITION OVERVIEW

Rutgers University's School of Arts and Sciences (SAS) seeks an enthusiastic, collaborative, and resourceful development professional to serve as Assistant Director of Development (ADD). With 200,000+ living alumni and 23,000+ students at the New Brunswick campus, SAS has the largest alumni and student population of any unit at the University. This newly created role 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.

Reporting to the Director of Development for the Humanities at SAS, Allison Klein, the ADD will be responsible for a portfolio of leadership giving donors and major gift prospects (\$1K-\$25K range), and will work to identify, qualify, cultivate, solicit, and steward alumni and friends to support the fundraising efforts at SAS with a focus on alumni and faculty engagement. As a member of the Rutgers University Foundation (RUF), the ADD will join a high performing team of 200+ colleagues across fundraising and prospect research departments.

A highly visible representative of RUF, SAS, and Rutgers at large, the ADD must share an appreciation for the diverse and impactful work done at SAS and work to thoroughly understand fundraising priorities in order to make a compelling case for support. They will be instrumental in building a culture of philanthropy and supporting the development of major gift pipelines through teamwork, creativity, problem-solving, and solicitations at the leadership giving level.

The successful candidate has a solid record of consensus-building and collaboration, as well as experience engaging diverse and complex constituencies; they are dynamic and engaging, a self-starter, a team player, possess excellent verbal and written communication, organizational and interpersonal skills, an aptitude for data mining, and the ability to handle sensitive information discretely. They must exhibit strong professional judgment and exemplify the mission, core values, and vision of SAS including a compassionate, professional, and donor-centric demeanor in all interactions with donors and alumni.

RESPONSIBILITIES

FRONTLINE FUNDRAISING & DONOR OUTREACH

- 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, qualification, cultivation, solicitation, and stewardship of a diverse base of supporters including alumni, donors, and friends.
- Cultivate and maintain strong working relationships with assigned prospects, department chairs, faculty members, and RUF development staff to close gifts and meet fundraising objectives; seek and utilize various connections to alumni and friends in order to facilitate meaningful prospect engagement, solicitation, and stewardship
- Model best practices for relationship-driven fundraising with campus partners and guide their participation in the donor cycle.
- Clearly articulate, in written and verbal form, the needs and priorities of the school and its various divisions including biological, mathematical, and physical sciences, humanities, and social and behavioral sciences.
- Achieve core fundraising metrics that include intentional personal and virtual visits, telephone calls, outreach, gift solicitations, and moves management for SAS.
- Use technical and analytical skills to evaluate data to support SAS Directors of Development and the Senior Director of Development for SAS with portfolio permeation, donor research, and scheduling donor meetings through phone and virtual channels.
- Maintain information about donors/prospects in the development database and draft appropriate reports about assigned prospects/donors for partners in assigned departments.
- Partner with SAS Directors of Development in collaborating with RUF, school leadership and staff on special fundraising initiatives including Rutgers Giving Day.
- Support SAS Directors of Development and other campus partners with organizing and facilitating donor/prospect meetings, managing logistics for these meetings, and drafting briefing materials, follow-up reports, documents, and other correspondence with donors/prospects.
- Assist with the activities of the Dean's Leadership Council development and membership subcommittees. Work with alumni and non-alumni volunteers to identify, engage, solicit, and steward potential donors.
- Attend school, alumni, and campus functions to develop a strong understanding of the culture of the university, school, alumni, and donor base to cultivate and steward current and prospective donors.
- Maintain a broad awareness and understanding of current trends in higher education and philanthropy.

ADMINISTRATIVE

- Fully document and maintain timely entry and tracking of prospect strategies, contact reports, gift solicitations, and stewardship reports within donor databases.
- Comply with operational policies and procedures; accurately analyze and maintain reports, data, and unit documents; and follow Rutgers University Foundation policies and procedures as they relate to prospect management, solicitation, and follow-up procedures.
- Work with development support professionals, including prospect research, prospect management, alumni records, and donor relations when appropriate.
- draft meeting 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.

IDEAL QUALIFICATIONS

- Excellent verbal and written communication, organizational and interpersonal skills; articulating values, information, and compelling cases to multiple audiences, one-on-one, and through formal proposals and/or presentations.
- Experience organizing and managing multiple projects/tasks simultaneously; must have the ability to work independently and collaboratively and adapt to changing priorities.
- A strategic thinker able to navigate complexity; understand the role of individuals in higher education philanthropy; handle complex organizational detail; ability to deal with a variety of situations with discretion and confidentiality, prioritize job duties in a flexible manner; reasonable computer literacy to include industry standard software.
- An entrepreneurial spirit, one that takes initiative and actively seeks to deepen current donor relationships and forge new ones.
- 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.
- Maintain knowledge of best practice trends in higher education philanthropy and engage in professional development as required.
- 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.
- Bachelor's degree or equivalent work experience including two years' experience in fundraising, volunteer/student engagement, and/or higher education administration.

THE SCHOOL OF ARTS AND SCIENCES

The School of Arts and Sciences is the university's largest unit, encompassing undergraduate and graduate programs in the humanities, life sciences, math and physical sciences, and social and behavioral sciences. SAS houses an Honors Program that offers the academic environment of a small liberal arts college within the greater University, and hosts accelerated health professional programs, including joint degrees with medical, dental and physician-assistant programs offered through Rutgers Biomedical and Health Sciences.

Signature classes are led by award-winning faculty in state-of the-art lecture halls, exploring questions of enduring importance and new challenges of the 21st century to create a common basis for intellectual exchange outside the classroom. Students have the choice to live on any of five residential campuses, including the only women's residential college in the nation, while off-campus students are able to affiliate with the activities of the campus of their choice. With a student

body of over 23,000 and a distinguished faculty numbering over 800, the School of Arts and Sciences is the heart and soul of Rutgers, the State University of New Jersey.

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.



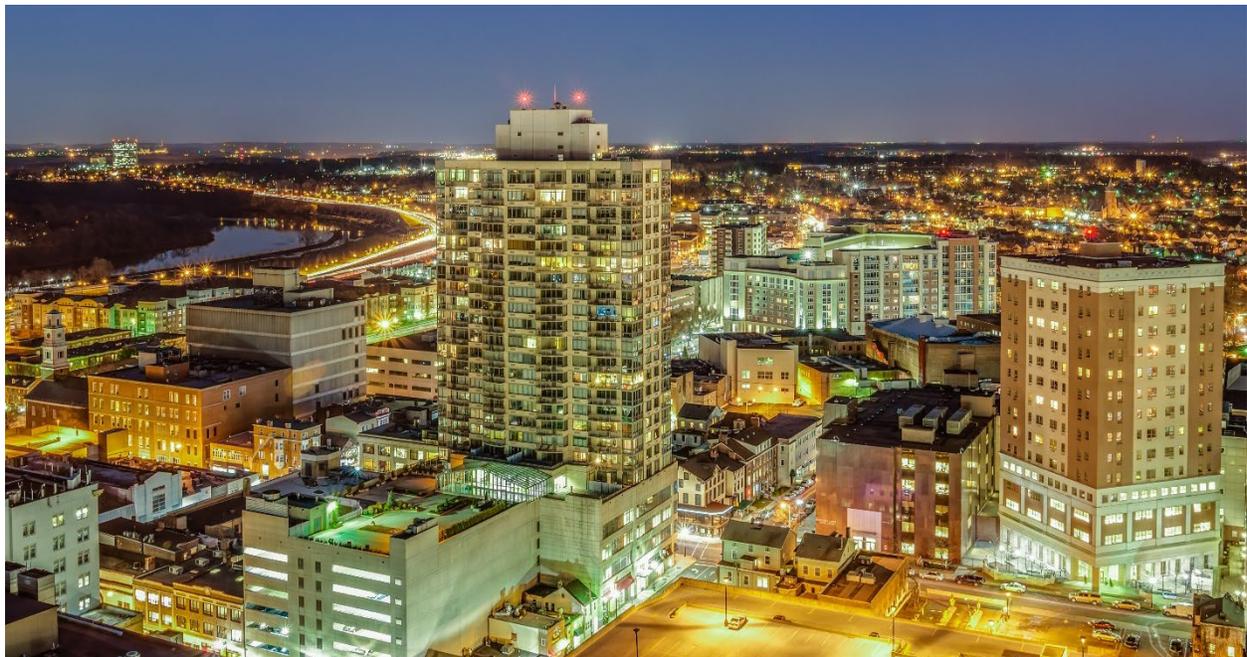
Welcome to the Rutgers University Foundation

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.

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