



RUTGERS[®]

UNIVERSITY FOUNDATION

Assistant Director of Development, School of Nursing
Rutgers Biomedical and Health Sciences
New Brunswick, NJ

POSITION OVERVIEW

Rutgers Biomedical and Health Sciences (RBHS) seeks a collaborative, mission-driven, and resourceful development professional to serve as its Assistant Director of Development for the School of Nursing. As a member of the premier academic health center for the state of New Jersey, the Assistant Director of Development (ADD) will work to identify, cultivate, solicit, and steward alumni and friends to support the fundraising efforts for the Rutgers School of Nursing. 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 **Rutgers School of Nursing** is ranked among the top ten percent of nursing schools nationwide, and offers multiple naming opportunities, endowed positions, in addition to scholarships and fellowships for students who demonstrate an understanding of the challenges that may be faced by underrepresented populations as it establishes itself as a leader in nursing education, research, scholarship, and clinical care contributing to the improvement of global health. The School will also pursue collaborative research initiatives and academic research centers as it works to improve health outcomes and build nursing capacity around the world.

The ADD reports to Lisha Bodden, Director of Development for the School of Nursing. There will be further opportunity to work in collaboration with colleagues across the major gifts team as the ADD works to support the philanthropic initiatives of the school.

PEARLSTREETCOLLECTIVE

Specifically, the ADD carries a portfolio of New Jersey-based leadership giving donors and major gift prospects (\$1K-\$25K range). 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. They are 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 ideal 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, possesses excellent verbal and written communication, organizational and interpersonal skills, an aptitude for data mining, and the ability to handle sensitive information discretely and compassionately. 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, alumni, and other volunteers.

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, discovery, qualification, cultivation, solicitation, and stewardship of a diverse base of supporters including families, alumni, and friends.
- Establish productive relationships among donors and RBHS, Rutgers University Foundation development staff, campus leadership, and faculty, to close gifts and meet fundraising objectives.
- Develop and maintain a positive, professional working relationship with the researchers, clinicians, administrators, faculty members and staff within the RBHS system, partner with and help educate internal contacts on effective fundraising actions and guide them through the process.
- Achieve core fundraising metrics that include intentional personal and virtual visits, telephone calls, outreach, gift solicitations, and moves management for the School of Nursing.
- Use technical and analytical skills to evaluate data to support the Director of Development with portfolio permeation, donor research, and scheduling donor meetings through phone and virtual channels.
- Partner with Director of Development in collaborating with Director of RBHS Annual giving, RUF and school leadership and staff on crowdfunding and special fundraising initiatives, including Giving Day.
- Support volunteer management strategies to cultivate fundraising activities through dean's leadership councils, scholarship committees, alumni associations, etc.
- Clearly articulate, in written and verbal form, the needs and priorities of RBHS and the School of Nursing.
- Conceptualize and create development communications to effectively capture leadership giving donors philanthropic impact.
- 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.

STRATEGIC PLANNING

- Develop and implement a strategic plan to engage and steward alumni, donors, volunteers and recent graduates within the School of Nursing to ensure their continued engagement and philanthropic giving.
- Track and analyze short- and long-term trends in data to inform strategic decisions.
- Manage several development activities and strategies simultaneously while maintaining deadlines.

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.

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 to four years' experience in fundraising, volunteer/student engagement, and/or higher education administration.

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.

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 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.

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