



## **POSITION INFORMATION**

Title: Associate Director, Scholarship Development

Division: Development

Status: Full-time; Exempt Status

## **POSITION SUMMARY**

The Associate Director, Scholarship Development (“Associate Director”) is a key member of the Scholarship Development Office Team, primarily responsible for partnering with the Director, Scholarship Development (“Director”) to develop and implement strategies to build upon a successful student aid development and administration program. The Associate Director will serve as a member of the UHF Advancement team collaborating with the University System as a fundraiser focusing on the expansion of the University’s loyal student aid donor base (through annual gifts) and student aid endowment (through major gifts). The Associate Director will also manage projects related to student aid administration and initiatives. (The term “student aid” encompasses all forms of student aid: scholarships, fellowships, grants, awards, and prizes.)

## **REPORTS TO**

Director, Scholarship Development

## **ESSENTIAL FUNCTIONS**

Specific responsibilities and performance expectations include:

### *Student Aid Fundraising – Annual Leadership and Major Gifts*

- Build and actively manage a portfolio of major gift prospective donor relationships, including those that have an interest in student aid that could benefit multiple campuses/units, and others identified by the Director, Development Research Department, and University of Hawai'i Foundation (“UHF”) Leadership.
- Develops a clear understanding of University student aid initiatives in order to identify, cultivate and solicit prospective donors for gifts of \$10,000 and above. The Associate Director is expected to make appointments for personal visits with major gift prospective donors that ultimately lead to gift solicitations.
- Strive to achieve performance measurements that are set jointly between the Associate Director, Director, and the UHF Leadership. These include annual goals related to number

of visits, number of solicitations, and dollars raised as well as overall UH/UHF campaign goals.

- Actively and consistently participate in the UHF Prospect Management Process by filing timely contact reports related to contacts with prospective donors, communicating effectively and timely with team members related to strategies and contacts with prospective donors, and adhering to scheduled strategies for the engagement, solicitation, and closing of gifts from prospective donors.
- Fosters cooperative working relationships with the leadership, faculty, and staff of UH campuses/units and partners with them to help close student aid annual gifts (less than \$25,000).

#### *Student Aid Initiatives - Project Management*

- Annual Scholarship Renewal Effort - Drives the annual renewal solicitation process for all UH annual scholarship accounts in order to yield a renewal or increased gift amount for each annual scholarship. The Associate Director will research, analyze, and organize previous scholarship giving and account information to identify the accounts that are up for potential renewal. In partnership with each campus/unit, the Associate Director will draft the written appeal, and coordinate and prepare the direct mail solicitation in a timely manner.
- Regents and Presidential Scholars (“RAPS”) Initiative – Manages the RAPS scholarship fundraising initiative by building and sustaining strategic engagement activities and solicitation efforts with RAPS alumni. Must work well with and coordinate with UH System as well as campus program leaders or administrators for the successful delivery of programs to this constituency.
- Other project management responsibilities as assigned.

#### *Student Aid Administration*

- Analyzes historical student aid giving patterns to identify and engage prospective donors who show potential to give at higher levels.
- Assists with preparing and maintaining reports and statistical data to track and compare student aid giving and payment data.
- Works cooperatively and collaboratively with the Scholarship Development Office staff to coordinate student aid initiatives, reports, projects, etc.
- Supports the Director, UH Foundation Leadership, and UH Leadership toward establishing fundraising strategies and initiatives to increase student aid giving consistent with the needs of the University.

#### *Other*

- Develops and maintains cooperative working relationships with UHF colleagues, UH leadership faculty, staff, students, and alumni and responds in a timely manner to inquiries regarding student aid account information.
- Manages the Scholarship Development Office in absence of the Director and represents the

office when called upon.

- Assists with additional development functions, special projects, event support, administrative tasks, and other responsibilities as assigned.

## **EVALUATION**

The Associate Director will meet annually with the Director to put in place a plan for the year. At the end of each year, the Associate Director and Director will review progress toward the essential functions and goals of the position.

## **QUALIFICATIONS**

Minimum of five years of progressively responsible experience in a non-profit setting, preferably an alumni, development, educational or membership organization. The following abilities and skills:

- Exemplify and live the values of the UH Foundation (accountability, excellence, integrity, service, teamwork and trust);
- Ability to communicate clearly and eloquently in written and spoken form;
- Ability to inspire and manage volunteers and colleagues;
- Ability to work with a diverse community;
- Ability to manage competing projects;
- Ability to meet deadlines and maintain self-motivation;
- Ability to manage and manipulate databases;
- Proficient in Word, Excel, Outlook;
- Bachelor's degree required; or equivalent experience and education combines while working to complete credentials.
- Experience in higher education a plus; and
- Ability to work effectively in a large complex, dynamic organization balancing competing priorities.

## **WORKING CONDITIONS**

Based at the University of Hawaii at Mānoa campus, the Associate Director must have a valid driver's license and acceptable driving record. The Associate Director will need to work some weekends and evenings and able to work to the demands of the position, which may exceed a 40 hour work week. The Associate Director must be able and willing to travel interisland and nationally upon request.

## **TO APPLY**

Applicants must submit a letter of interest that provides evidence of the qualifications, a resume, and the names, addresses and telephone numbers of at least three professional references to: University of Hawai'i Foundation, Human Resources Department, P.O. Box 11270, Honolulu, HI 96828-0270. FAX: (808) 956-9786. Email: [humanresources@uhfoundation.org](mailto:humanresources@uhfoundation.org). Deadline: Open until filled.

## **THE UNIVERSITY OF HAWAII AND THE UNIVERSITY OF HAWAII FOUNDATION**

The primary purpose of the University of Hawaii's 10-campus system is to provide an environment in which faculty and students can discover, examine critically, preserve, and

transmit the knowledge, wisdom, and values that will help ensure the survival of the present and future generations with improvement in the quality of life.

The University of Hawaii Foundation, a nonprofit organization, raises private funds to support the University of Hawaii System. Our mission is to unite our donors' passions with the University of Hawaii's aspirations to benefit the people of Hawaii and beyond. We do this by raising private philanthropic support, managing private investments and nurturing donor and alumni relationships.