

# THE UNIVERSITY OF RHODE ISLAND **FOUNDATION**

## **POSITION DESCRIPTION: Leadership Giving Officer**

### **Overview:**

The URI Foundation seeks a **Leadership Giving Officer (LGO)** to lead, plan, and execute fundraising initiatives for the Office of Annual Giving. The LGO will work closely with the Executive Director of Annual Giving and other URIF staff to assist in the creation of annual fundraising goals for the URI Annual Fund. This is an exciting opportunity for a talented and collaborative professional to contribute to the growth, evolution and maturation of URI's development organization, and to optimize the philanthropic potential of the University's alumni, parents and friends in an ambitious comprehensive campaign. This key development position will report directly to the Executive Director of Annual Giving and Parent Engagement.

### **Responsibilities:**

- Maintain a portfolio of approximately 250 annual giving prospects to personally cultivate, solicit, and steward for ongoing annual support to the University.
- Must be able to travel to engage prospect pool; rate of prospect visitation to be determined in consultation with the Executive Director, within an average range of 10 face-to-face visits per month.
- Respond quickly and effectively to strategic opportunities for increased prospect engagement.
- Assist with the Student Philanthropy Program and Senior Gift by helping to grow the councils and to increase philanthropic awareness and support through strategic marketing initiatives, social media and other engagement opportunities.
- Partner with Donor Relations office to ensure the highest level stewardship is provided to donors on existing named funds.
- Participate in signature events at the University that provide opportunities for strategic engagement with prospects and donors, including but not limited to Homecoming, Alumni and Family Weekend, Commencement and athletic events.
- When there's an opportunity, assist the Senior Associate Director of Annual Giving to develop plans targeted at increasing annual giving to the University through personal solicitations, direct mail appeals and social media.
- Perform other duties as assigned by the Executive Director of Annual Giving and Parent Engagement.
- All employees are expected to create a respectful, inclusive and welcoming work environment.

### **Qualifications:**

The ability to demonstrate leadership, take initiative, problem-solve, act independently and as a member of a team, successfully collaborate, handle multiple tasks simultaneously, and prioritize. Also should demonstrate strategic thinking, good judgment, maturity, personal integrity, strong interpersonal skills, accuracy, and attention to detail. Excellent communication skills required, with the ability to present information concisely and effectively, both verbally and in writing. Travel, as well as evening/weekend work, is required. Thorough knowledge of Microsoft Office including Excel, email products, and web browsers required.

### **Education/Experience:**

Bachelor's degree; minimum of three years of experience in educational or non-profit fundraising (annual giving preferred); demonstrated ability to write materials for development and/or promotional activities;

experience with programs such as senior class gift programs, major gifts and other related annual giving programs; strong interpersonal, communication, and writing skills; and ability to handle a multitude of tasks simultaneously; interpret institutional policies, plans, objectives, rules and regulations and communicate the interpretation to subordinates and others; competence in preparing and presenting detailed studies and reports, including recommendations concerning the substance of the studies and reports; ability to prepare and deliver verbal presentations before diverse groups of people; working knowledge of computers, database management, and Microsoft Office applications including Outlook, Word, and Excel.

**Applications** - Forward letter of interest, resume, salary requirements, and references to:

URI Foundation  
Attn: Gerri Beagle, HR Manager  
79 Upper College Road  
Kingston, RI 02881  
gbeagle@uri.edu