

THE UNIVERSITY OF TOLEDO FOUNDATION

**WE'RE HIRING!**



## ASSISTANT DIRECTOR OF DEVELOPMENT COLLEGE OF MEDICINE AND LIFE SCIENCES

The Assistant Director of Development is a highly motivated fundraiser who will engage with donors and solicit gifts for the College of Medicine and Life Sciences.

### SPECIFIC DUTIES:

- Build and manage a network of relationships with prospective donors involving University administrators, college and program leadership, and faculty.
- Facilitate communication with these prospects.
- Lead gift solicitations to fund University programs.
- Evaluate gift opportunities and recommend those most suitable for a particular donor.
- Consult with development staff, faculty, and others to formulate strategies and identify potential donors.
- Travel commensurate with expectations to reach donors and prospects locally, regionally, and nationally.
- Perform related development activities/efforts at the request of manager.

## REQUIREMENTS:

- Comprehensive knowledge and understanding of the importance of University Development activities to maintaining lasting and positive donor relations. Minimum 2 years professional fundraising experience including cultivating, soliciting, and closing major gifts. Experience in higher education fundraising preferred. Bachelors degree required.

## PERFORMANCE STANDARDS:

- Held accountable for:
  - Maintaining a portfolio of 100+ qualified prospective donors with an emphasis on major gifts.
  - Meeting or exceeding annual expectations for donor visits and annual solicitations.
- Passion for the institution's mission, traditions and long-term success. Consistently demonstrate the mission, vision and values of the University of Toledo Foundation and the University.
- Our RITE Values – Respect, Integrity, Transparency & Teamwork, and Excellence
- Outstanding written, verbal and interpersonal skills. Must be able to develop interpersonal relationships with multiple constituents.
- Demonstrate integrity, impeccable ethics, initiative, enthusiasm, and the ability to establish trust and credibility.
- Demonstrate commitment and ability to:
  - Provide quality customer service, plan, organize and remain accountable for actions.
  - Problem solve utilizing critical thinking skills.
  - Function in a confidential manner and collaborate with other staff.

## THE UNIVERSITY OF TOLEDO FOUNDATION

The University of Toledo Foundation, an independent 501(c)3 organization, exists for the sole purpose of supporting The University of Toledo. The Foundation is the official gift-receiving and fund-management organization for the University. Our purpose is to support the University's broad educational mission by receiving, managing, and distributing generous gifts to benefit students and enhance faculty and program efforts. The Foundation includes the Development, Alumni Relations and Special Event functions. Through its subsidiary, the UT Real Estate Corp., the Foundation also manages off campus real estate matters for the University. The UT Foundation embraces the mission of The University of Toledo by aspiring to be a forward-thinking, philanthropic organization, providing impactful financial support and engagement opportunities for transformation throughout the University community.

## HOW TO APPLY:

*Interested candidates should submit a cover letter, resume, and three professional references to [UTFJobs@UToledo.edu](mailto:UTFJobs@UToledo.edu). Position will remain open until filled.*



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