



The University of Toledo Foundation Assistant Director of Development (2 openings)

- **College of Engineering**
- **College of Law**

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.

The Assistant Director of Development

Reporting to the Director of Development for a specific College and/or Unit, the Assistant Director of Development identifies and builds relationships with prospective donors and alumni capable of making significant gifts to the University. S/he will cultivate, solicit, and close gifts and steward donor relationships to advance the strategic priorities of the College/Unit.

The Assistant Director of Development will:

- Build and manage relationships with prospective donors involving university administrators, college and program leadership, and faculty. Facilitate and coordinate communication with prospective donors.
- Interact with internal contacts such as deans, directors, faculty, and Foundation staff to consult on University needs, to formulate strategies to promote prospect engagement and to identify potential donors.
- Develop cultivation and solicitation strategies for a portfolio of prospects and donors.
- Lead gift solicitations, in concert with University leaders, to fund programs and to enhance the resources of the College.
- Meet or exceed specific goals, including donor visits, donor retention and acquisition, and dollars raised.
- Travel commensurate with standard expectations for fundraising activity and contact to reach donors and prospects locally, regionally, and nationally.

Knowledge, Skills & Qualifications

Functional/Technical Knowledge & Skills

- Success in building and sustaining relationships with donors, including initiating, cultivating, and soliciting gifts.
- Experience with developing persuasive or informative written proposals and reports.
- Ability to track and report progress using specific metrics to analyze data, develop solicitation strategies, and manage a donor portfolio using a moves management system.
- Capacity to coordinate efforts in collaboration with the Deans, volunteer leadership, and others within the colleges and the University of Toledo Foundation.

Behavioral Competencies and Attributes

- Passion for the institution's mission, traditions and long-term success. Consistently demonstrate the mission, vision and values of UTF and the University.
 - o Our RITE Values – Respect, Integrity, Transparency & Teamwork, and Excellence
- Outstanding written and verbal skills. Must be able to develop interpersonal relationships with multiple constituents.

- Integrity, impeccable ethics, initiative, enthusiasm, and the ability to establish trust and credibility.
- Demonstrate commitment and ability to:
 - o Provide quality customer service.
 - o Plan, organize and remain accountable for actions.
 - o Problem solve utilizing critical thinking skills.
 - o Function in a confidential manner.
 - o Collaborate with other staff.

Qualifications

- Bachelor's degree required.
- Minimum 2 years' professional fundraising or commensurate experience including cultivating, soliciting and closing major gifts.
- Experience in engaging diverse constituencies and working with others.
- Record of achieving metric-driven goals.
- Ability to travel; willingness to work evenings and weekends.
- Experience in higher education fundraising preferred.

Compensation and Benefits

We offer a competitive salary based on experience, qualification and credentials.

Our comprehensive benefits include medical, dental, vision, 403b, education & professional development, and paid time off.

To Apply

Interested candidates should submit a cover letter, resume, the names and contact information of three professional references, and salary requirements to UTFJobs@UToledo.edu.

If you'd like to indicate your college preference, please do so in your application materials, otherwise you will be considered for both positions.

Positions will remain open until filled.

