

Rutgers Foundation – Director of Development, School of Public Health

Job Summary:

The Rutgers University Foundation seeks a collaborative, mission-driven, and resourceful development professional to serve as its Director of Development (DOD) for the School of Public Health (SPH). The DOD will proactively seek out connections with individuals, corporations, and foundations to raise philanthropic support on behalf of the School of Public Health and Rutgers Health more broadly. In addition, the DOD will provide oversight of fundraising for the School of Health Professions (SHP) by directly supervising the Assistant Director of Development (ADOD) SHP. This is an exceptional opportunity to join an institution that is at the vanguard of generating new ideas to improve society and that operates with a true sense of purpose, and a chance to join the overarching Rutgers University Foundation (RUF) as strategic growth plans are underway.

The DOD will cultivate prospects and donors rated at the leadership and major gift level, actively soliciting prospects and donors but also developing a meaningful stewardship strategy to ensure continued engagement and giving. The DOD will play a critically important role in fully building out the fundraising portfolio for the Schools, focusing on relationship-driven donor cultivation while also seeking new opportunities for philanthropic support and identifying new prospects through community interaction (internal and external).

The ideal candidate brings a minimum of five years of fundraising experience with a track record of success in identifying donors and establishing partnerships with individuals, corporations, and foundations. The incoming DOD thinks strategically and creatively in their efforts to build pipelines and relationships with cultural fluency, empathy, and high emotional intelligence. The candidate is a natural business builder with an approach that believes there are no dead ends but only new avenues to pursue; offers an authentic and collaborative approach that builds trust; and the professional maturity, respect, and intellectual curiosity to partner with multiple deans, faculty, and colleagues. They must be a self-starter and be able to handle complex organizational details while multitasking.

Essential Functions:

- In partnership with Vice President for Development, Rutgers Health, and the Deans of SHP and SPH, contribute to the design and execution of a strategic development plan that results in increased philanthropic support for the schools, both in the near term and for future support.
- Meet with current and prospective donors with the capacity to make gifts \$25K+ with an emphasis on growing a pool of donors in the six and seven figure range; hold 75-100 unique meetings with prospects/donors annually; shepherd donors/prospects through every step of the donor solicitation cycle (identify-qualify-engage-solicit-steward).
- Increase engagement and identify additional capacity from existing donors while simultaneously discovering, identifying, and soliciting new donors.
- Strategically organize the Dean's time and resources to achieve advancement priorities. Staff the Dean appropriately in School/University leadership meetings and conversations, at donor solicitations, and special events.
- Support the Dean and faculty in organizing and facilitating donor/prospect meetings, managing logistics for these meetings, and drafting briefing materials, follow-up reports, documents, and other external correspondence.
- Maintain information about donors/prospects in the development database; prepare meeting briefing memos for the dean and other campus partners; draft meeting call reports for the University's files.
- Attend school, alumni, and campus functions to develop a strong understanding of the culture of the university, school, and alumni base.

- Mentor, develop, and grow the ADOD for SHP by providing guidance and partnering on leadership, faculty, and donor meetings.
- Other duties as assigned.

Skills and Abilities:

Consistency

- Meet and exceed individual fundraising metrics
- Successfully execute, devise and implement increasingly complex donor pipeline strategy
- Demonstrate an ability to identify new prospects for assigned unit(s)
- Provide management and oversight of the ADOD

Contributions

- Sustain a strong working relationship with deans, chairs, directors, and faculty members of assigned unit(s)
- Demonstrate an ability to create an increasingly more complex donor pipeline strategy and work collaboratively with other unit leaders
- Recruit and effectively manage volunteers

Competencies

- Demonstrate an ability to operate autonomously
- Demonstrate an ability to lead multiple projects, sub-unit(s) or a team
- Demonstrate an ability to identify new prospects for assigned unit(s)
- Demonstrate an ability close multi-unit proposals

Leadership

- Demonstrate ability to successfully manage and lead a team (and/or staff volunteers) in a way that maximizes the potential of each team member
- Lead a comprehensive unit or central development department/program

Education and Qualifications:

Bachelor's degree and 5+ years of progressively responsible experience in fundraising as both a manager and major gifts officer. Preference will be given to candidates with experience in higher education.

Mental Demands:

Clarity of focus while juggling complex projects or deadlines.

Working Conditions:

This position requires little physical effort. Will work evenings, weekends, or odd hours to meet resource-raising commitments. Typical working conditions with an absence of disagreeable elements. This position requires some early mornings and late evenings to accommodate meetings, travel, events, and external constituent's schedules.

Benefits:

- Office-centric hybrid work schedule
 - Comprehensive medical
 - Comprehensive no cost dental, and no cost vision insurance for employee and dependents
 - 403(b) plan with matching employer contribution
 - Accrual of three weeks of annual vacation time, in addition to two personal holidays and three administrative leave days each year
 - Nine holidays, as well as four flex days
 - Parental leave
 - Significant tuition reductions
 - Professional development is highly valued at the Rutgers University Foundation, where employees are encouraged to look across the organization to develop new skills and abilities for professional career progression
 - \$40 monthly cell phone reimbursement
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Equal Employment Opportunity

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 based on 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.

COVID-19

Under Presidential Executive Order 14042, Executive Order on Ensuring Adequate COVID Safety Protocols for Federal Contractors, employees must be fully vaccinated prior to beginning employment with the Rutgers University Foundation.

The Foundation will consider requests for exemptions from the executive order's vaccination requirement for medical or religious reasons. However, if you are not granted an exemption for a medical or religious reason, you must be fully vaccinated against COVID-19.

Contact Information:

Rutgers Foundation has partnered with Boyden Executive Search. For more information about this opportunity or to submit a cover letter and resume, please email:

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