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**Associate Director of Development**

Reporting to the Director of Development, the Associate Director will be responsible for securing private support for the university by identifying, cultivating, soliciting, and stewarding alumni and friends, focusing on gifts of $25,000 and above. The Associate Director of Development will develop strong relationships with Office of Development colleagues, learning about the fundraising priorities of the university, colleges, and units. All fundraising plans will be developed in collaboration with the Director of Development, in concert with all other university fundraising efforts. The Associate Director is responsible for managing his/her portfolio of prospective donors. Responsibilities include, but are not limited to the following:

* Execute moves management strategies effectively towards a goal of soliciting leadership annual gifts ($5,000 or more) and major gifts ($25,000 - $100,000) to achieve fundraising goals.
* Works with supervisor to develop annual performance goals, and achieves annual fundraising metrics for face-to-face visits, major gift proposals submitted, and dollars raised.
* Make phone calls and other introductory contacts to secure appointments with prospects in order to solicit major gifts
* Travels locally, regionally, and nationally to meet with prospective donors based on their ability and inclination to make gifts (approximately 150 meetings annually).
* Coordinates campus visits as needed, collaborating with university faculty and staff to deliver a thoughtful and deliberate experience for the prospect or donor.
* Successfully articulates university’s key programs and priorities through informal and formal solicitations and proposals, both oral and written.
* Negotiate gifts and pledges in accordance with adopted gift acceptance policies and procedures; submits appropriate materials to accurately record gifts and pledges in donor database
* Provide appropriate stewardship and follow through once gifts are made.
* Enters data into the CRM, and ensures accurate documentation of contacts and cultivation strategies, proposals, pledges, fund agreements, etc.
* Runs reports and analyze data to monitor personal metrics and take action to achieve goals
* Researches and implements University and industry best practices to create, manage, and execute major giving strategies
* Assists the Office of Development with special projects, prospect research and data analysis and performs other duties as required or assigned
* Travel, frequent after-hours work, and some weekend work

**Qualifications:**

* Bachelor’s degree is required.
* Minimum of two years experience in front line fundraising, cold calling, and negotiation
* Proficient in word processing and spreadsheet management
* Experience with CRM or database systems and familiarity with and ability to comply with institutional policies and procedures
* Sound judgment, integrity, excellent interpersonal and communication skills
* Strong work ethic, attention to detail, and the ability to think strategically are essential.
* Ability to work as part of a team while demonstrating the independence essential in concurrently managing a portfolio of prospects and multiple projects.
* Demonstrated ability to prioritize and manage multiple assignments simultaneously and meet deadlines.
* Ability to adapt, learn, and innovate according to changing needs and best practices.
* Adherence to strict confidentiality standards.
* Positive attitude, flexibility, and integrity critical to success.

**Salary:** Dependent on qualifications and experience.

**Applications:** For Initial consideration, please submit your cover letter, resume, and three references to the UL Lafayette Foundation, Office of Development by emailing [molly.rosato@louisiana.edu](mailto:molly.rosato@louisiana.edu).