



## **Associate Director of Development**

### **Associate Alumnae of Douglass College**

The Associate Alumnae of Douglass College (AADC) is an independent 501(c)(3) organization. The AADC develops and promotes connections among Douglass alumnae by providing programs, services, networks, and life-long learning opportunities that represent the interests and needs of our diverse alumnae. The AADC provides prudent stewardship of the Douglass Fund and other endowed funds held by the AADC for the benefit of Douglass; distributions from these funds contribute financial support to Douglass and her students.

The Associate Director of Development oversees all the AADC's fundraising and manages relationships with our alumnae, donors, partners, and constituents. Duties include planning fundraising events, cultivating relationships with all constituents to encourage ongoing contributions, and seeking out opportunities for financial support through annual appeals, major gifts, planned gifts, sponsorships, grants, and all revenue streams including digital giving opportunities.

### **Responsibilities**

- Reporting director to the Executive Director, the Associate Director of Development is responsible for the vision and long-term strategy for all AADC fundraising initiatives with consultation from the Executive Director, Vice President for Development, and AADC Annual Appeal Chair.
- The Associate Director of Development will join a passionate and committed team of professionals and will help the organization to raise funds, cultivate existing relationships, and discover new donors and partners.
- Oversees the Associate Director of Annual Giving with all the AADC Annual Appeal responsibilities including the phone program, mail and email appeals, text and web solicitations, and pledge reminders.
- Develops fundraising budgets in consultation with the Executive Director and VP of Finance and Operations. Monitors budgets throughout the year.
- Develops and executes plans for the evaluation, cultivation, and solicitation of major gift prospects and planned gifts.
- Contributes to other Development and Alumnae Relations initiatives, such as donor and alumnae engagement events.

- Given latitude within defined guidelines by providing in-depth professional-level knowledge to independently solve a full range of complex problems.
- Adheres to and proposes standards of operation, policies, protocols, and procedures to ensure compliant, effective, and efficient operations of fundraising functions.
- Performs other duties as assigned.

## Qualifications

- Experience: Four (4) years of philanthropy experience with one (1) year of managing major gift prospects, or equivalent fundraising experience.
- The successful candidate will have a record of demonstrated success in development related to individual, foundation and corporate fund-raising, strategic planning expertise, and a history of broad donor relationships.
- Knowledge, Skills, and Abilities: Must be an active listener, results oriented, driven, with a positive attitude, and demonstrated ability to follow through on commitments and close gifts.
- Possesses excellent written and oral communication skills and have strategic and analytical thinking skills coupled with the ability to solve problems and make decisions.
- Demonstrates the ability to work independently, manage multiple projects effectively, and maintain a high degree of professionalism and confidentiality in a team-oriented, complex environment.
- Knowledge of all applicable requirements, regulations, and laws.
- Skill in effective use of applicable technology / systems including donor base data systems and CMS platforms.
- Ability to effectively communicate both verbal and written thoughts, ideas, and facts.
- Ability to lead and direct others and work cooperatively with others and independently.
- Event planning capabilities.

Starting salary range commensurate with education and experience. The AADC is an Equal Opportunity / Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law or policy.

If you are interested in applying for employment with the AADC, please forward a cover letter, resume, salary requirement, and references to the Associate Alumnae of Douglass College, 181 Ryders Lane, New Brunswick, NJ 08901, ATTN: Associate Director of Development Search or email to Valerie Anderson, Executive Director at [vanderson@douglassalumnae.org](mailto:vanderson@douglassalumnae.org).