

# The University of Chicago

## **Associate Director, Chicago Society - Palo Alto – Requisition 083934**

### **General Summary:**

Based in Palo Alto, CA, develop and conduct activity with an assigned portfolio of current and prospective donors of the Chicago Society fundraising program. Develop and manage an individually assigned portfolio of current and prospective donors with the goals of soliciting individuals for annual gifts of \$2,500 and up, and of conducting qualifying visits and conversations with assigned and unassigned prospects to determine individual capacity to support the University. Plan and implement fundraising strategies for prospects in assigned area and geographic region. Travel frequently within California, and occasionally within western United States. Work effectively with internal and external partners to achieve fundraising and engagement goals.

### **Qualifications:**

Bachelor's degree or higher required; a minimum of three years experience in nonprofit management, development, alumni relations, marketing, public relations or similar work experience required; experience soliciting and closing gifts preferred; previous experience in a university setting or a similarly complex institution preferred; outstanding interpersonal and communications skills, characterized by the ability to listen, to speak, and to write well with a strong commitment to customer service required.

### **For more information and to apply:**

<http://tr.im/cs083934>

To be considered, all job seekers must meet the requirements and apply online.

*The University of Chicago is an Affirmative Action / Equal Opportunity Employer.*