

The University of Chicago

Sr Associate Director, Trustee & Volunteer Mgmt – Requisition 081846

General Summary:

Use strategic and creative skills to develop and implement a plan for increased Trustee involvement in the University as donors and as deeply engaged volunteers. Use this program as a basis to develop a parallel or joint program for other high profile or key volunteers who are not Trustees. Coordinate cultivation, solicitation and stewardship activities for Trustees and other high profile volunteers and donors. Plan and execute the overall flow of Principal Gift activity, solicitations and donor reports to the Trustees and other high profile volunteers and donors. Coordinate with the relevant officers, staff and volunteers to keep that flow moving smoothly.

Qualifications:

Bachelor's degree or higher required; a minimum of four years of relevant work experience in development, research, communications management or similar required, preferably in higher education; proven ability to use computer systems and applications to solve problems required; demonstrated skill and knowledge, or ability to learn quickly, the technology tools available to the Office of Alumni Relations and Development required; strong verbal, research, and writing skills and facility with managing data required; desire and ability to work closely with a team required; desire to learn about principal gifts fundraising preferred; familiarity with the University of Chicago preferred; ability and willingness to work evenings, weekends and travel required. Applicants must be currently authorized to work permanently in the United States.

For more information and to apply:

<http://jobopportunities.uchicago.edu/applicants/Central?quickFind=202866>

<http://tinyurl.com/TrustVol09>

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

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