

Senior Associate Director of Development
Worcester Polytechnic Institute

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Posted Mar. 19, 2024, set to expire Jul. 4, 2024

Job Title Senior Associate Director of Development
Department Leadership Giving
Institution Worcester Polytechnic Institute
Worcester, Massachusetts

Date Posted Mar. 19, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Development/Institutional Advancement

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Job Description

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JOB TITLE

Senior Associate Director of Development

LOCATION

Worcester

DEPARTMENT NAME

Leadership Giving

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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Reporting to the Assistant Vice President of Leadership Giving, the Senior Associate Director of Development is a front-facing gift officer responsible for the cultivation, solicitation, and stewardship of leadership giving prospects and donors to secure leadership annual gifts and major gifts that support WPI's mission and institutional priorities. The Director provides meaningful engagement for prospects at various stages of their relationship with the university from cultivation through stewardship, playing a critical role in pipeline development through the engagement of emerging major gift prospects. The Director also manages solicitation and stewardship of leadership donors to the Women's Impact Network and supports other Advancement initiatives as needed.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity, and inclusion.

This is a hybrid position with a salary range of \$75,000-\$89,000, depending on experience.

JOB DESCRIPTION

Responsibilities:

Manage a portfolio of 75-100 prospects with the capacity to give \$25,000 to \$100,000 or more.

- Cultivate, solicit, and steward prospects through personal visits and other forms of engagement and communication to secure leadership gifts and achieve annual goals.
- Participate in portfolio reviews and prospect strategy sessions; collaborate with colleagues to develop and implement prospect engagement and stewardship plans.
- Devise strategies and implement moves management techniques through Salesforce to maximize fundraising effectiveness.
- Leverage cultivation events, annual giving programs, and other engagement activities to connect donors and prospects with WPI's mission, enhancing their connection with WPI and deepening their philanthropic involvement.

Develop strategies to engage emerging major gift prospects and build prospect pipeline.

- Build and nurture meaningful relationships with emerging philanthropic prospects, including early-stage entrepreneurs, business leaders, young alumni from high-net-worth families, and other potential future major gift donors.
- Design and implement long-term individual engagement and cultivation plans that foster a deeper connection with WPI over time and guide prospects toward a philanthropic mindset and future

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major gift opportunities aligned with WPI's mission and fundraising priorities.

- Collaborate with other gift officers to develop holistic strategies for engaging and cultivating members of high-net-worth families.

Partner with Donor Strategy and Stewardship team to develop and implement individual stewardship plans for Alden Society members and other prospects in permanent stewardship.

- Manage a pool of Alden Society/permanent stewardship prospects, conducting personal visits and other outreach to sustain their relationship with WPI.
- Cultivate prospects for ongoing leadership annual gifts or major gifts when appropriate.

Cultivate, solicit, and steward leadership donors (\$10,000+) to the Women's Impact Network (WIN).

- Manage a pool of WIN leadership prospects.
- Serve as a resource and partner for other gift officers in the solicitation and stewardship of donors to WIN.
- Advise WIN Executive Committee on strategies for securing leadership gifts; encourage volunteers to be active fundraising partners and to utilize their networks.

Participate in University Advancement events and programs, such as Reunion Weekend, Homecoming, Campaign events, and Giving Day. Carry out other duties as assigned, in support of division fundraising and engagement goals.

Performs all other duties and responsibilities as assigned or directed by the supervisor.

Requirements:

- Bachelor's degree required.
- Minimum 4 years experience.
- Results-oriented individual. Demonstrated experience closing leadership gifts preferred.
- Ability to work effectively with a diverse group of donors and volunteers at a variety of levels of engagement.
- Strong written and oral communication skills, and interpersonal skills to further relationships with donors and volunteers.
- This position requires an individual who understands person-to-person relationships and has the ability to articulate in a persuasive manner the vision and priorities of the University, and match

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those to the interests of prospective donors.

- Ability to work well as a member of a team and to collaborate effectively with colleagues in other university departments.
- Excellent organizational skills with track record of setting priorities, concurrently managing multiple tasks, and meeting goals.
- Ability to apply good judgement; tact and discretion is required to deal with highly confidential information.

Please include a cover letter with your resume for consideration.

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/Senior-Associate-Director-of-Development_R0002711

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community

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environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Worcester Polytechnic Institute

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