

Senior Associate Director of Development I, JSMA
University of Oregon

Direct Link: <https://www.AcademicKeys.com/r?job=236164>

Downloaded On: Jul. 3, 2024 1:49am

Posted May 16, 2024, set to expire Sep. 12, 2024

Job Title Senior Associate Director of Development I, JSMA
Department Arts/Theater/Museum, Development
Institution University of Oregon
Eugene, Oregon

Date Posted May 16, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Development/Institutional Advancement

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Job Description

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Senior Associate Director of Development I, JSMA

Job no: 533801

Work type: Officer of Administration

Location: Eugene, OR

Categories: Arts/Theater/Museum, Development

Department:

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University Advancement

Appointment Type and Duration: Regular, Ongoing

Salary: Salary range starts at \$71,000 - \$81,000 per year; candidates with advanced skills and experience may be considered for a starting salary above this range

Compensation Band: OS-OA08-Fiscal Year 2023-2024

FTE: 1.0

Application Review Begins

May 22, 2024; position open until filled

Special Instructions to Applicants

Please submit the following with your online application:

- A cover letter in which you clearly describe how your knowledge, skills, and abilities prepare you for the job responsibilities and requirements outlined in the job announcement.

A resume of your educational and professional work experience.

Please Note: We may contact applicants who meet the minimum requirements in the job posting to request additional information for the next stage of review.

Department Summary

University Advancement (UA) supports the University of Oregon's (UO) mission of providing exceptional teaching, discovery, and service by strategically positioning the university to create awareness, build long-term relationships, and secure resources that increase understanding and further its aims. The division consists of approximately 200 employees primarily working out of Eugene, with offices in Portland and Bend. We are committed to fostering equity and inclusion in a welcoming, safe, and respectful environment that recognizes the value of all members of our community.

The Office of Development as part of University Advancement has a mission to maximize philanthropic impact at the University of Oregon. We do this by identifying, connecting, and engaging alumni and friends around the globe with their passions to advance the vision and priorities of the university.

The University of Oregon's Jordan Schnitzer Museum of Art (JSMA) is a premier Pacific Northwest Museum for exhibitions and collections of historic and contemporary art based in a major university

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setting. The mission of the museum is to enhance the University of Oregon's academic mission and to further the appreciation and enjoyment of the visual arts for the general public. The JSMA features significant collections galleries devoted to art from China, Japan, Korea, America, and elsewhere as well as changing special exhibition galleries. The JSMA is one of seven museums in Oregon and the only academic art museum accredited by the American Alliance of Museums.

Position Summary

The Senior Associate Director of Development works as part of Development to promote university fundraising priorities and image to alumni, parents, and friends of the university. The senior associate director will be assigned to a specific unit and is responsible for the identification, cultivation, solicitation, and stewardship of donors and new prospects. This position will concentrate equally on maturing the donor pipeline (concentrating on individuals in the "Discovery" pool and soliciting gifts from \$25k to \$100k), building a major gift (\$100k+) portfolio, and meeting the development goals of the unit.

This position is field-oriented, requiring frequent travel and direct contact with donors and donor prospects. The senior associate director works collaboratively with colleagues in the assigned unit, Development, and across the university to identify new prospects and strategically cultivate alumni, parents, and friends. The senior associate director will be responsible for meeting fundraising goals as they relate to the strategic needs of the university and the assigned unit, priority, or region. Performance as measured against these goals will be evaluated annually.

Reporting jointly to the Executive Director, JSMA, and the Associate Vice President for Development - Academics, this position leads the JSMA development program and is responsible for managing all fundraising activity, including representing the museum in development meetings on campus and setting fundraising goals and strategies in conjunction with leadership in the museum and Development.

This position is located in Eugene, and travel within Oregon as well as to cities in other states is an essential expectation. The position is jointly funded by JSMA and University Advancement.

Minimum Requirements

- Bachelor's degree, or equivalent combination of skills and experience.

Two years of professional experience in frontline fundraising OR five years of experience in direct relationship building via a closely related field such as corporate sales as well as significant volunteer

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experience.

Professional Competencies

- Working with donors and prospects: Experience in prospect identification, cultivation, and solicitation with the ability to build relationships with donors and prospects connected with the university. Ability to contribute towards joint solicitations of large gifts, initiate planned gift conversations, and successfully solicit outright gifts.
- Portfolio management and systems: Demonstrated ability to develop strategies for reaching and engaging with all assigned prospects; ability to comfortably use Advance, ABI, and other tools and update donor information in a timely fashion.
- Professionalism and citizenship: Ability to establish and maintain working relationships with faculty, staff, fundraising colleagues, and others, and willingness to contribute to new initiatives and discussions.
- Institutional navigation and industry knowledge: Ability and willingness to learn the history of the university and its mission, demographics, faculty, and current programs/departments to be able to articulate how the UO distinguishes itself from peer institutions; ability to maintain knowledge of industry best practices and use events and established relationships for donor engagement.
- Management and supervision of employees: Ability to manage people and/or programs, including recognizing strengths of individual team members, providing feedback and assigning appropriate workload and/or program ownership to other staff; ability to represent program interests to leadership.
- Volunteer management: Ability to successfully recruit and onboard volunteers, provide strong leadership for board meetings and official activities, solicit board members, and work with top volunteers on fundraising responsibilities.
- Academic leadership: Strong ability to use natural inclinations and abilities of deans and faculty members to cultivate and solicit donors, focus fundraising activity to meet metrics and engage donors, and ensure academic leaders understand the role of development. Ability to establish confidence with academic leadership to lead strategy and represent the interests of the program as well as deliver post-meeting feedback and reflection.
- Strategic planning: Strong ability to match pipeline strength, donor interests, and philanthropic priorities in strategic planning and to use the unit business plan to set direction and priorities; ability to communicate how individual initiatives fit into programmatic direction and overall advancement strategy.
- Ability to interact, communicate, and work effectively with individuals, recognizing and respecting each person's many and varied identities.
- Commitment to promoting and enhancing diversity, equity, and inclusion.

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Ability to travel.

Preferred Qualifications

- If work experience is in a non-development field, preference will be given to those with relevant experience in the development field.
- Successful close of multiple major gifts (\$100k) or gifts of equivalent significance.

Experience working for an art museum or in a related arts field that includes engagement of collectors and familiarity with the international arts world.

FLSA Exempt:Yes

All offers of employment are contingent upon successful completion of a background inquiry.

The University of Oregon is proud to offer a robust benefits package to eligible employees, including health insurance, retirement plans and paid time off. For more information about benefits, visit <http://hr.uoregon.edu/careers/about-benefits>.

The University of Oregon is an equal opportunity, affirmative action institution committed to cultural diversity and compliance with the ADA. The University encourages all qualified individuals to apply, and does not discriminate on the basis of any protected status, including veteran and disability status. The University is committed to providing reasonable accommodations to applicants and employees with disabilities. To request an accommodation in connection with the application process, please contact us at uocareers@uoregon.edu or 541-346-5112.

UO prohibits discrimination on the basis of race, color, sex, national or ethnic origin, age, religion, marital status, disability, veteran status, sexual orientation, gender identity, and gender expression in all programs, activities and employment practices as required by Title IX, other applicable laws, and policies. Retaliation is prohibited by UO policy. Questions may be referred to the Title IX Coordinator, Office of Civil Rights Compliance, or to the Office for Civil Rights. Contact information, related policies, and complaint procedures are listed on the [statement of non-discrimination](#).

In compliance with federal law, the University of Oregon prepares an annual report on campus security and fire safety programs and services. The Annual Campus Security and Fire Safety Report is available online at <https://clery.uoregon.edu/annual-campus-security-and-fire-safety-report>.

To apply, visit <https://careers.uoregon.edu/en-us/job/533801/senior-associate-director-of-development-i-jsma>

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Contact Information

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

Contact

Arts/Theater/Museum, Development
University of Oregon

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