

Assistant Director of Development for Health Affairs

Job Number: 495950

Type: Full-time

Campus: North Haven - North Haven, CT

Categories: Staff

OVERVIEW:

Quinnipiac University's Office of Development and Alumni Affairs seeks applicants for an Associate/Assistant Director of Development for Health Affairs. In this exciting role, you will support the development efforts to bolster philanthropic support of the Frank H. Netter School of Medicine, the School of Nursing, and the School of Health Sciences working collaboratively with the Senior Director of Development for Health Affairs and respective Deans to engage leadership donor prospects to secure philanthropic support for their strategic funding priorities in support of Quinnipiac's comprehensive campaign.

The Associate/Assistant Director of Development for health affairs actively manages a portfolio of 120 prospects capable of making a minimum gift of \$2,500, and provides concierge level service, striving to exceed expectations while utilizing a high-touch non-transactional approach.

ABOUT QUINNIPIAC:

Quinnipiac University is a private, coeducational institution located 90 minutes north of New York City and two hours from Boston. The university currently has an enrollment of 9,000 students in more than 130 degree programs through its Schools of Business, Communications, Education, Computing, and Engineering, Health Sciences, Law, Medicine, Nursing, and the College of Arts and Sciences. Our 21 Division I teams have achieved remarkable success, boasting multiple conference titles. This includes a 2023 NCAA National Championship win in ice hockey, a three-time defending national champion women's rugby team, and a trip to the Sweet 16 for our women's basketball team. The Quinnipiac University Poll is nationally recognized as a leader in public opinion research, and the university is consistently recognized by U.S. News & World Report and Princeton Review's "The Best 388 Colleges." The university is in the midst of program expansion and renewal for both traditional and adult learners, attraction of diverse communities, development of innovative corporate partnerships, and construction of an ambitious set of capital projects. For more information, please visit qu.edu. Connect with Quinnipiac on Facebook, Instagram, YouTube, TikTok and X.

RESPONSIBILITIES:

- Works collaboratively with the Senior Director of Development for Health Affairs and Deans of the Medicine, Nursing, and Health Sciences to engage leadership gift prospects to secure philanthropic support for the University's funding priorities and strategic initiatives. Provide counsel, coaching and briefing to the Deans prior to and after donor meetings. Engages with faculty and staff to educate them about development opportunities
- Conducts a minimum of 120 intentional personal visits with current and prospective donors. Promptly documents all contacts with donor in Reeher to build the donor's story and history with the University
- Creatively cultivates, solicits, and stewards, prospects and donors, and conducts meaningful discovery work to build the donor pipeline
- Plans and executes personalized donor strategy plans and well-written proposals

- Connects highly qualified benefactors to the President, Dean and faculty to deepen their relationship with the University and increase their philanthropic commitment
- Maintains a portfolio of leadership gift prospects for the purpose of supporting the University
- Provides timely and accurate reports to management regarding prospect activity as needed
- Leverages available resources to maximize alumni support and collaborates with colleagues in Planned Giving, Parent Development, Annual Giving, Alumni Affairs, and Advancement Services in support of divisional and institutional goals. Develops new programs and initiatives to provide opportunities for meaningful prospect engagement with the University
- Utilizes events within health affairs department (e.g. Physical Therapy, Occupational Therapy, Physician's Assistant, Social work, etc.) at the University to highlight the work of our students and faculty to engage major prospects based on their unique interests
- Utilizes plethora of institutional knowledge and experience to build a culture of philanthropy at the University
- Capitalizes on vast network to identify/enlist alumni to serve on boards, committees, and leadership roles at the University
- Maintains knowledge of other unit and institutional priorities and university events to align donor interests and passions with meaningful areas of support and engagement
- Sustains collegial and collaborative relationships with colleagues and campus partners and responds to inquiries in a timely manner
- Manages University resources and budget judiciously
- Work closely with the Senior Director of Development for Health Affairs and the Deans to grow the College/Schools' advisory councils
- Attention to detail with respect to donor stewardship and correspondence.

EDUCATION REQUIREMENTS: Bachelor's degree required

QUALIFICATIONS:

- 1-3 years of experience/accomplishment in closing leadership gifts and consistently meets/exceeds annual revenue and donor visit goals
- Self-motivated, entrepreneurial individual with a strong work ethic, high level of integrity, attention to detail, and creativity who provides a highly personalized method to donor cultivation, solicitation, stewardship and engagement
- Willingness to adapt to shifting priorities and accept new responsibilities as requested
- Adept at relating to constituents of diverse backgrounds and engaging them with the University
- Effectively works independently, while collaborating with colleagues as needed
- Demonstrated ability to work with diverse populations and a commitment to diversity and inclusion

SALARY RANGE: \$65-75k

TO APPLY: Applications must be submitted electronically and include a resume, cover letter addressing how your experience supports the requirements of this position and Quinnipiac' commitment to diversity and inclusion, and contact information for three references on the application form. Click [here](#) to apply.

We offer a comprehensive benefits package for full-time faculty and staff which includes tuition remission and a culture that is inclusive and driven by excellence.

Quinnipiac University is an Equal Opportunity Employer.