



Associate Director, Annual Giving Programs

The University of Iowa Foundation (UIF), a 501(c)(3) organization that raises private gift support for the University of Iowa (UI), seeks an individual to provide strategic direction for the design, execution, management and evaluation of productive, high-quality, cost-effective annual fund solicitation packages for select constituent areas.

This individual will work with select constituent area development officers, deans, directors, department heads, development services personnel, and outside vendors to plan and implement annual giving programs using direct mail, call center solicitations, personal solicitations, and Internet strategies. A main focus of this position will be to work with the UI's grateful patient annual giving program and related health sciences initiatives. This position reports to the Director, Annual Giving Programs.

Qualifications: Bachelor's degree in marketing, communications, journalism, or related field. Three to five years experience in annual giving, marketing, or advertising, preferably in a healthcare or higher education environment. Experience with direct mail, telemarketing, Internet marketing, statistical analysis, market research, annual budget planning, project management, print production helpful.

The successful candidate must have excellent oral and written communication skills. Careful attention to detail. Working knowledge of personal computer and Microsoft Office (Word, Excel, Access). Strong analytical skills. Experience in team environment and strong interpersonal skills. Demonstrated ability to manage multiple projects in a fast-paced environment. Ability to communicate effectively with staff, volunteers, and donors in the university, as well as in the Iowa City community and beyond. Position involves on campus, local travel and occasional regional travel (including overnight). Must have a valid driver's license and provide own transportation when needed.

The UIF offers a competitive salary, exceptional benefits and a first-rate work environment.

To be considered for this position, email your cover letter, resume, and salary requirements to **hr@uifoundation.org (Attn: Annual Giving Programs Search) by noon on March 2**. The interview process is anticipated to begin in late March.

The UI Foundation does not discriminate in employment (M/V/F/D/GI). All qualified applicants are encouraged to apply. To learn more about our organization, visit us at: www.uifoundation.org