Development Officer for Diversity Initiatives

Posting Details

Working Title	Development Officer for Diversity Initiatives
External Link to Posting	https://jobs.uncw.edu/postings/20211
Vacancy Number	E534
Position Number	1681
Location of Workplace	Main UNCW Campus
Department	University Advancement - 50000
Division	University Advancement - 50000 Division
Brief Summary of Work for this Position	The **Development Officer for Diversity Initiatives** will function as a member of a team of development and alumni relations professionals who are part of the Division for University Advancement. This work involves developing and executing initiatives that engage diverse alumni and other constituents to foster a culture of giving. Reporting to the Associate Vice Chancellor for University Advancement, this position will identify, cultivate and solicit and steward prospective donors. The Development Officer for Diversity Initiatives will design and execute meaningful opportunities to increase participation,volunteerism and philanthropic giving among underrepresented constituents and allies to support UNCW diversity initiatives. Philanthropic opportunities to support diversity initiatives include but are not limited to scholarships, applied learning awards, fellowships, and program support. This position's primary purpose is to develop programs that engage diverse alumni and other constituents in meaningful ways that inspire them to give to the university. This role will be responsible for the development and execution of both engagement and fundraising strategies. Engagement initiatives may include but are not limited to in-person and virtual events, mentorship and career opportunities, and assisting with admissions initiatives. Solicitations will be multi-channel including, but not limited to, phone calls, direct mail, digital solicitations and personal visits. It is anticipated that this role will manage a portfolio of approximately 100 prospects. Effective candidates must be able to plan, implement, monitor and evaluate both engagement and solicitation strategies to determine the successful return on investment in support of the division's strategic goals and fundraising targets. The Development Officer for Diversity Initiatives will serve as a diversity advocate within the division and, therefore, provide counsel to colleagues on strategies for events, programs, gift proposals, communications, and stewardship activities to improve these activities' inclusiveness. It is anticipated that this position will often lead these efforts but may also engage respective colleagues' expertise. Successful candidates must also be able to recruit, train, manage, engage, and inspire volunteers to ensure they are poised to amplify the Division for University Advancement work and support UNCW's renewed commitment to diversity, equity, and inclusion. This position will be responsible for managing the African American Graduate Association (AAGA), an official, chartered chapter of the UNCW Alumni Association. This responsibility includes upholding and adhering to the chapter bylaws and regular reporting to the UNCW Alumni Association's Board of Directors on the chapter's activity.
Minimum Education and Experience Requirements	• A bachelors' degree is required as well as broad knowledge of development best practices related to communications, engagement, cultivation, solicitation and stewardship. • High level of cultural competence, an inclusive approach to customer service, and comfortable building awareness of diverse individuals and groups. • Understanding of critical issues, challenges and opportunities relative to diversity in higher education. • 2-4 years of relevant work experience, in alumni relations, annual giving, higher education or comparable environment. • Professional experience with volunteer management, event planning and developing annual giving strategies and messaging. • Ability to coordinate, compose, deploy and evaluate annual giving solicitations. • Ability to request, analyze and interpret complex data. • Excellent interpersonal skills, including the ability to quickly build rapport and trust with constituents. Must demonstrate a high level of diplomacy, discretion and influence and have a strong ethical character. • Demonstrated ability to work independently and interdependently in a collaborative environment is vital. Must be able to set short and long-term priorities, organize workload, and collaborate with colleagues to prioritize competing demands effectively. • Experience using Customer Relationship/Database Management systems. • Demonstrated success with building effective, collaborative relationships with colleagues and diverse constituents and leveraging those relationships for successful outcomes. • Ability to translate thought leadership into actionable strategies and effectively collaborate with co-workers, campus and community partners, alumni and other constituents to achieve shared objectives.
Preferred Education, Knowledge, Skills & Experience	• Familiarity with UNCW's history and culture is highly desirable. • Knowledge of Raiser's Edge preferred. • Conflict Management Training is preferred.
Required Certifications or Licensures	N/A
Primary Purpose of Organizational Unit	The division of University Advancement responds to the needs of a variety of external and internal constituents in achieving its primary goals to: 1) Increase private financial support for prioritized university programs and activities, and 2) Improve external relations for the university through effective board management and donor stewardship. The division strives to raise funds, as outlined by the Chancellor's vision statement and strategic plan, from the private sector to further the university mission of pursuing the resources that will enable our faculty and students to excel, and becoming intensely regionally engaged. In doing so, the division plans strategically to facilitate the identification, cultivation, solicitation and stewardship of all constituencies, and seeks to positively promote the university. The division's fundraising efforts are enhanced by effective partnerships with components of the campus community as well as external audiences including alumni, parents, corporations, foundations, legislators, volunteer board members and friends. Development areas include major gifts, planned giving, corporate and foundation relations, annual giving, UNCW constituent liaison and alumni relations. Prospect management and research, advancement services, university events and boards, and the business office are support services for the fundraising activities of the division.
College/School Information	
University Information	The University of North Carolina Wilmington, the state's coastal university, is dedicated to the integration of teaching, mentoring, research and service. Widely acknowledged for its world-class faculty and staff and continuously recognized at a national level for scholarly excellence and affordability, UNCW offers a powerful academic experience that stimulates creative inquiry and critical thinking and a community rich in diversity, inclusion and global perspectives. A public institution with nearly 18,000 students, UNCW offers a full range of baccalaureate- and graduate-level programs, as well as doctoral degrees in educational leadership, marine biology, nursing practice and psychology; and many distance learning options, including clinical research, an accelerated RN-to-BSN program, an Executive M.B.A. program structured for working professionals, and the nation's only bachelor's degree program focused on coastal engineering. The university's efforts to advance research and scholarly activities have earned UNCW the elevated designation of "Doctoral Universities: High Research Activity" institution (R2 University) by the Carnegie Classification of Institutions of Higher Education. UNCW has been part of the University of North Carolina System since 1969.
EEO Statement	At the University of North Carolina at Wilmington (UNCW), our culture reflects our values of inclusion, diversity, globalization, ethics and integrity and innovation and we are committed to providing equality of educational and employment opportunity for all persons without regard to race, sex (such as gender, gender identity, marital status, childbirth, and pregnancy), age, color, national origin (including ethnicity), religion, disability, sexual orientation, political affiliation, veteran status, military service member status, genetic information, or relationship to other university constituents – except where sex, age, or ability represent bona fide educational or occupational qualifications or where marital status is a statutorily established eligibility criterion for State funded employee benefit programs. UNCW believes that embracing the unique contributions of our faculty, staff and students is critical to our success and paramount in being recognized for our global mindset.
Eligibility for Employment	Final candidates are subject to criminal & sex offender background checks. Some vacancies also require credit or motor vehicle checks. UNC Wilmington participates in E-Verify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.
Number of Openings	
Special Notes to Applicants	
Months Per Year	12 Months
Type of Position	Permanent
Anticipated Ending Date if Time-Limited Positions	
Job Posting Date	03/15/2021
Posting Close Date	05/14/2021

Applicant Documents

Required Documents

1. Resume
2. Cover Letter
3. List of 3 Professional References

Optional Documents

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Describe a time when you worked with a donor or volunteer from a different background/culture than yours. How did you engage with them and how did you provide opportunity for them to share their unique experiences and perspectives during your interactions?
   (Open Ended Question)
2. * How would you identify challenges faced by underrepresented alumni? What strategies would you use to address those challenges? Describe your vision for action and leadership needed to address the unique needs of this critical alumni group.
   (Open Ended Question)