



**Associate Director of Development – Major Gifts  
Full-time, Term Appointment  
U-M Ann Arbor Central Campus**

**UMS**, an independent multi-disciplinary performing arts presenter with a long and deep affiliation with the University of Michigan, is located in the center of the Ann Arbor campus and offers 60-70 performances each season in up to seven University and community venues. Since its founding in 1879, UMS has presented top-ranking international artists including symphony orchestras; chamber music; solo recitals; jazz; world music; ballet, modern and culturally-specific dance; opera, theater, choral groups, and special attractions. UMS also sponsors the UMS Choral Union, a 180-voice chorus that performs regularly with the Detroit Symphony Orchestra and on the UMS series. UMS sponsors an extensive education program involving up to 150 events each season, commissions and presents new work, and hosts many artists' residencies. UMS employs a full-time staff of 30, has a 34-member Board of Directors, and engages approximately 700 volunteers who serve in all aspects of the organization. The mission of UMS is "to inspire individuals and enrich communities by connecting audiences and artists in uncommon and engaging experiences." *For more on UMS, visit [ums.org](http://ums.org), [umslobby.org](http://umslobby.org), and [umsrewind.org](http://umsrewind.org)*

**Job Description:**

UMS seeks an experienced development professional for a leadership role in a nation-wide fundraising effort. The selected candidate's responsibilities will be the identification, cultivation, solicitation, and stewardship of individual prospects across the country, who are capable of gifts of \$100,000 and more. Frequent travel and availability for occasional work in evenings and on weekends required. The selected candidate will report directly to the Director of Development of UMS.

**Salary Range:** \$65,000 to \$75,000

**Position:** This is a full-time term appointment that will begin on a mutually agreed upon hire date and end on June 30, 2018.

**Responsibilities:**

- Identify, qualify, and manage a portfolio of at least 200 prospects with capacity to make gifts of \$100,000 and more.
- Conduct face to face visits with prospects and donors, averaging 15 visits a month. Gather data, assess prospects, and develop strategies designed to realize the current and life-time giving potential of individual prospects.
- Solicit gifts to ensure, along with the other seven members of the development team, that UMS reaches its campaign cash and bequest goal of \$50M by 2018.
- Ensure consistent and appropriate stewardship of donors.
- Have a comprehensive understanding of the priorities of UMS and make a persuasive verbal and written case for supporting key programs and projects, effectively matching the interests of prospects to specific UMS needs
- Develop briefings and materials for the President of UMS or other Management Team members for meetings, visits or individual contacts.

- Collaborate with colleagues within UMS to develop overall strategies for reaching the UMS campaign goals.
- Work closely with colleagues within the University to coordinate strategies with shared prospects.
- Work closely with University Planned Giving colleagues to close planned gifts for UMS.
- Gather, record, and properly store information about prospects and donors utilizing both Tessitura, the UMS ticket buyer and donor database, and DART, the University's donor and alumni database.
- Perform other duties as required or assigned.

### **Required Qualifications:**

- A Bachelor's degree with 5 to 7 years of fundraising experience in a university or non-profit setting. Relevant experience in sales and marketing, or other related fields will be considered.
- Proven experience in working with six and seven-figure gifts or sales and marketing accounts.
- Excellent communications skills coupled with strong writing and presentation skills.
- Ability to work collaboratively with colleagues in a team environment.
- Ability to interact with high-level donors and to maintain a high level of confidentiality.
- Comfortable skills with personal computers and software programs for retrieving, organizing and researching appropriate donor/prospect information, as well as data gathering and manipulation.
- An ability and willingness to quickly learn UMS history, mission, current programs, etc.
- Ability to travel frequently and to work evenings and weekends when needed.

### **Desired Qualifications:**

- Advanced degree or equivalent combination of education and experience.
- Familiarity with and commitment to the arts.
- Familiarity with Tessitura, UMS database, and DART, the University's donor and alumni database.

### **How to Apply:**

Please submit your cover letter and resume to the University of Michigan/Careers at the U on the following link: <http://www.umjobs.org>. Please enter **Job ID: 96844** in the "Keyword" box and select "Search". Applicants are required to complete the registration process per the instructions on the website. **The deadline for submission is August 22, 2014.**