

Job Level	Associate Director – Administrative, IDRC	Management Level II
Problem Solving	<ul style="list-style-type: none"> * Responsible for creating, implementing, and administering the strategic vision for both the Research & Interdisciplinary Programs and Strategic Initiatives fundraising units. * Prepares long and short-term business plans and pipeline for the program, including campaign strategies. * Leads and participates in division-wide strategy sessions, overseeing and managing follow-up tasks and action items as appropriate. 	<ul style="list-style-type: none"> ▪ Applies concepts towards the development of new rules or policy development
Interaction/ Communication	<ul style="list-style-type: none"> * Consults with faculty, researchers, and leadership on fundraising strategy and best practices. * Provides recommendations on courses of action to leadership as well as to staff members on matters of significance. * Facilitates relationships with donors, potential donors, upper level university administration, and university personnel by providing accurate information, problem solving techniques and strategies, and by identifying university-wide areas for donor engagement. 	<ul style="list-style-type: none"> ▪ Adapts communication style and uses persuasion in delivering messages
University Impact	<ul style="list-style-type: none"> * Lead the Research & Interdisciplinary Programs fundraising team. Duties include setting short- and long-term strategy for the unit as well as maintaining a portfolio of 75 donors in various stages of development. * The position reports to the Vice President of University Advancement with a dual reporting line to the Office of the Vice President for Research. 	<ul style="list-style-type: none"> ▪ Ability to impact the development of existing principles and guides the development of new policies and ideas ▪ Work provided by the team generally has longer-term impact beyond the current year
Financial/ Budget Responsibility	<ul style="list-style-type: none"> * Manage annual operating budget of \$60,000+, which includes sub-accounts for Research & Interdisciplinary Programs as well as Strategic Initiatives. Ensures prudent management in alignment with State of Colorado procurement policies and guidelines. * Executes a minimum of 80 current or prospective donor visits, 20 proposals per year, with an expectation of \$1,000,000 raised in the first year and then incrementally more in subsequent years. 	<ul style="list-style-type: none"> ▪ Provides input into the budgeting process and may be a sub-departmental budget owner or have responsibility towards the fiscal management
People Management	<ul style="list-style-type: none"> * This position will supervise three full-time staff members: <ul style="list-style-type: none"> ○ Director of Development for Strategic Initiatives, Assistant Director of Development for Research & Interdisciplinary Programs, Donor Relations Coordinator 	<ul style="list-style-type: none"> ▪ Manages teams of technical/support and/or professional roles ▪ May have people management responsibility for pay reviews, performance management, and resource planning