



Job Title: Associate Director of Development,  
Regional Development West Coast

The Associate Director of Development will directly manage a portfolio of major gift prospects who have the interest in supporting the University. The Associate Director will work to identify, qualify, cultivate, and solicit prospects who can make a commitment of \$125,000 or greater to the University, along with collaborating closely with College Advancement teammates and the Senior Director of Regional Development, West Coast to advance philanthropy in the region. This position will be based on the West Coast and will have regular travel back to campus in Milwaukee, WI.

**Duties and Responsibilities**

**Portfolio Management**

Assist in executing an annual fundraising business plan, developed by the Sr. Director of Regional Development.

Meets regularly with the Senior Director of Regional Development, West Coast to assess projects, review strategies, and track progress toward meeting fundraising performance benchmarks

Manages a portfolio of approximately 40 prospects with the capacity to make gifts of \$125,000 and more with an annual production goal in excess of \$750,000; regularly identifies and contacts additional prospects through research and referrals

Meets individually with prospects and volunteers designed to move prospects toward making a philanthropic commitment to the university

Makes personal gift solicitations. Management of the process includes maintaining a comprehensive understanding of university priorities, preparation of the solicitation materials, conducting strategy meetings, and preparing briefing materials for President/Vice President of Advancement/Dean/others involved in solicitation

Directs and refers a solicitation to identified prospects in portfolio for a planned gift, including, but not limited to bequests and annuities. Partner with the Planned Giving fundraising team to manage, as needed

Maintains appropriate contact with prospects and records all contact in University Advancement prospect management system

**Meeting Attendance and UA Representation**

- Attend relevant university events and meetings, some during the evenings and weekends; representing the university to external constituents.
- Participate in all UA, Regional Advancement, or other required team or staff meetings.

Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Education and Experience Requirements

Required	Preferred
A Bachelor's degree from an accredited college or university is required, along with at least three years of fundraising experience in higher education, including a successful track record of personal portfolio management and securing gifts at the \$125,000 or above level is required; relevant sales experience may also be considered. Strong communication skills, both oral and written, and an ability to effectively communicate with people of all ages and backgrounds, persuading constituents to take action and participate in the life of the organization are critical to this role.	

You may formally apply for the position here:

[Marquette University | Associate Director of Regional Development, West Coast.](#)

Competitive salary from \$120K, plus benefits that are detailed within the job posting.

**Disclaimer** The above statements are intended to describe the general nature and level of work performed by employees assigned to this position. It is not designed to contain or be interpreted as a comprehensive list of all duties, responsibilities, and qualifications. Marquette University management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.