

Urban Labs Title: Director of Development – Mansueto Institute
Desired Start Date: ASAP

Who We Are

The University of Chicago Campaign: Inquiry and Impact (<http://campaign.uchicago.edu>), the most ambitious and comprehensive campaign in the University's history, will raise \$5 billion to support faculty and researchers, practitioners and patients, and students and programs across the University. Launched in October 2014, the campaign supports priorities in every division, school, department, and institute, and aims to engage 125,000 alumni and friends over its five-year duration.

The Mansueto Institute for Urban Innovation enhances the University's strengths in urban scholarship and education and accelerates work from across campus. As a major new initiative, the Mansueto Institute brings together relevant programs in the social, natural, and computational sciences, along with the humanities, to develop an understanding of the fundamental processes that drive, shape, and sustain cities. The Mansueto Institute's work falls into three main areas:

1. **Building Interdisciplinary Urban Scholarship:** The Institute takes a comprehensive, interdisciplinary approach to address the challenges and opportunities of an increasingly urbanized society.
2. **An Intellectual Destination:** The Institute is a central place where scholars, students, policymakers, practitioners, and visitors come together. The Institute serves as both a physical and virtual destination by establishing conferences, convenings, and other activities on campus and a virtual "library" of integrated urban data and the analytic tools needed to understand and compare urban areas worldwide.
3. **Training the Next Generation:** The Institute serves as a talent pipeline - helping to meet the demand for leaders trained with the tools needed to tackle complex urban questions.

One of the key partners for the Mansueto Institute is the University of Chicago Urban Labs. Cities fuel remarkable economic, social, educational and cultural progress. At the same time, cities amplify and concentrate dire social problems. The University of Chicago Urban Labs works to address challenges across five key dimensions of urban life: crime, education, health, poverty, and energy & environment. Urban Labs partner with civic and community leaders to identify, test, and help scale the programs and policies with the greatest potential to improve human lives.

The Role

- Lead and manage the creation and implementation of a strategy for the identification, cultivation, solicitation, and gift closure of the priority individual major and principal gift prospects in collaboration with Alumni Relations & Development (ARD) staff and leadership, Mansueto Institute leadership and partners, Urban Labs leadership, and other University partners.
- Collaborate with staff managing the identification, cultivation, solicitation and gift closure of corporate and foundation prospective donors.
- Conceptualize, prepare and present proposals for support for Mansueto, Urban Labs, and related initiatives.
- Build and manage a portfolio of 50-100 individual and organization gift prospects.
- Manage and assist in 24+ solicitations per year.

- Monitor progress against goals ensuring deadlines are met.
- Build relationships with prospective donors and University leaders and partners through visits, events, correspondence and regular calls.
- Support fundraising events for Mansueto and Urban Labs to ensure ROI on events.
- Solicit gifts and negotiate gift discussions and agreements.
- Work with the Mansueto leadership, Urban Labs leadership, any governing bodies, ARD staff, faculty, philanthropists and other partners to create comprehensive, multi-year strategic advancement plans for the Mansueto Institute and its partners.
- Direct the implementation of the plans to meet annual and long-term goals.
- Use programmatic components to engage potential donors and create opportunities for donor support.
- Conceptualize communications and outreach activities to promote, cultivate and recognize top donors.
- Direct, monitor and evaluate the implementation of comprehensive Mansueto Institute fundraising communications.
- Serve as a key spokesperson for the Mansueto Institute as needed.
- Serve as a lead strategist or University Relationship Manager (URM) for a pool of top prospective donors on behalf of and for the benefit of the entire University.
- Coordinate with departments in ARD to maximize mutually beneficial fundraising results and report on them.
- Actively set a professional example for staff leadership of other strategic priorities of the University.
- Work with ARD Strategic Information and colleagues University-wide to identify multi-interest prospects and donors and become a team manager for these prospects and donors.
- Coordinate with gift officers University-wide to monitor and facilitate growth of the Mansueto prospect pool, including multiple-interest prospects.
- Assist gift officers University-wide to understand Mansueto priorities and opportunities.
- Advise gift officers on strategies and communications to engage alumni and friends.
- Work closely with key Mansueto academic leaders and faculty to advise on fundraising strategies and develop campaign fundraising opportunities consistent with University, Mansueto, and Urban Labs' priorities.
- Provide briefings for and staff these leaders in their development activities.
- Monitor, analyze and report on overall results to internal and external constituencies.
- Represent Mansueto in the development and execution of a University of Chicago urban strategy.
- Perform other duties as assigned.
- Seek opportunities for professional development that will enhance job performance, including building networks within the University and with colleagues at peer institutions.

Please note: This role is located in Harper Court at 5235 S Harper Court - the corner of 53rd Street and Lake Park. For more information: <http://www.harpercourtchicago.com/>.

Education

Bachelor's degree or higher required.

Experience

- A minimum of five years of professional work experience in higher education or nonprofit management, development, alumni relations, marketing, public relations, sales or similar professional work experience required.
- A minimum of three years leading a project team or managing staff required.
- A minimum of two years of experience in managing senior leadership required.
- Proven record of accomplishment in solicitations and cultivation of prospective donors, or sales and client development required.
- A minimum of one year of experience developing and monitoring budgets preferred.

Competencies

- Current authorization to work permanently in the United States required.
- A current resident of the Chicago area or willing to relocate to the Chicago area required. Valid United States driver's license required.
- Strong verbal and writing skills, high attention to detail and follow-up, and excellent organizational skills required.
- Ability to manage confidential information with discretion and tact required.
- Demonstrated skill and knowledge of, or ability to learn quickly, the internal workings of the University as well as the technology tools available to the Office of Alumni Relations and Development, including Griffin (the University's Donor Relationship Management System), Microsoft Windows computer environment, Microsoft Outlook, Word, Excel, PowerPoint and Access required.
- Strong leadership qualities, including the ability both to delegate and to execute, thereby leading by word and by example required.
- Ability to work collegially and collaboratively in a team setting required.
- An exceptional work ethic and track record of personal initiative required.
- Outstanding interpersonal and communications skills characterized by the ability to listen, to speak and to write well required.
- Flexibility and adaptability to new programs in an emerging and changing environment required.
- Willingness and ability to work evenings and weekends required.
- Willingness and ability to travel to campus and/or non-campus locations for University business required.
- Dress code of business or business casual attire required.

To apply: Submit resume and cover letter to <https://jobopportunities.uchicago.edu>, requisition **103773**.

The University of Chicago is an Affirmative Action/Equal Opportunity Employer.