|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Position Details** | | | | |
| **Job Title** | Associate Director, Engagement – Thunderbird | | | |
| **Department** | Thunderbird UK |  | **Business Unit** | ASU Global Foundation UK |
| **Reports to Title** | Senior Associate Director, Engagement |  | **Location** | UK |
| **Employment Type** | Full-Time |  | **Job Code** | Click or tap here to enter text. |
| **FLSA Status** | Exempt |  | **Compensation** | Click or tap here to enter text. |

|  |
| --- |
| **Job Description** |
| **Summary/Objective:** Briefly describe (in one or two sentences) the positions purpose or role. |
| The Associate Director, Engagement, Thunderbird UK is a seasoned development professional with a global mindset. The Associate Director, Engagement, Thunderbird will work with leadership at Thunderbird and Arizona State University Foundation (ASUF) to execute a comprehensive advancement strategy as it relates to UK and Europe, supporting the broader University objectives in the region and the work already being done by ASU, ASUF, and Thunderbird in the UK and Europe. The Associate Director, Engagement, Thunderbird UK will be involved in the full range of funding sources, from high-net-worth individuals and trusts to corporations and foundations, will work collaboratively and in coordination with colleagues on the Thunderbird Alumni Engagement team and will be fully conversant in all aspects of programs and strategic objectives and represent the University and School at a high level with donors, alumni, and other key stakeholders, as well as with foundation leadership.  The Associate Director, Engagement, Thunderbird UK, serves as a central coordinator for Thunderbird’s and ASUF’s engagement work in the UK focusing on alumni and donor relations, and also supporting student recruitment and promotion of Executive Education (EE) programming. The Associate Director, Engagement, Thunderbird UK represents the School in activities that broaden the base of support in this critical market and deepens the engagement of Thunderbird’s alumni, ASU alumni, and friends in the UK and Europe. |
| **Essential Functions:** Identify the essential functions or accountabilities of the job in order of importance. |
| * Develops and executes strategic support and engagement efforts on behalf of Thunderbird and ASU specifically in UK and Europe, by designing, implementing, evaluating, and refining development activities to drive retention, reactivation, acquisition, and pipeline growth * Collaborates with engagement team, unit leaders and academic leaders to assist and direct the implementation and coordination of engagement opportunities in cooperation with the objectives of Thunderbird and ASUF * Guided by the direction and scope of a prospect’s interest, collaborates with various faculty, institute/center directors, and unit-based and foundation-based fundraisers to leverage philanthropic potential * Develops and submits written proposals, budgets, and other collateral materials as needed for securing significant ($25,000+) investments and support * Collaborates with the efforts of Thunderbird and ASU/ASUF in the UK with various ASU offices and functions to advance prospect strategies (i.e., alumni engagement, annual giving, corporate and foundation relations, development, donor relations, estate and gift planning, financial services, research and prospect management) * Specifically in the UK and Europe, proactively manages a personal portfolio ($25,000+), prospects, develops and executes strategic prospect strategies leading to solicitation and investment * Uses the ASUF prospect management and tracking system (i.e., Salesforce) to record and coordinate contacts and proposals * Assumes responsibility for core metrics including face-to-face visits with prospects, identification of new prospects, growth in cumulative giving from the prospect portfolio, major proposals submitted, dollars raised * Ensures proper stewardship and recognition of individuals in portfolio * Participates, as a member of the ASUF development team and serves as a resource to development colleagues regarding investment opportunities * Sustains strong working relationships with deans, chairs, directors, and faculty members of assigned unit(s) * Assists Thunderbird development team with campaign planning and implementation * Generates student leads interested in undergraduate and graduate programs through various face to face, phone, and online venues; identifies potential internship and hiring opportunities within the alumni community * Through alumni engagement, identifies and reaches out to target companies to establish new relationships for Thunderbird Executive Education * Cultivates relationships to help develop partnerships (public, private, and non-profit) to help deepen the brand awareness of the Francis & Dionne Najafi 100 Million Learners Global Initiative globally |

|  |  |  |
| --- | --- | --- |
| **Qualifications** | | |
| To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. | | |
| **Required Education and Experience:** *Briefly outline the educational level, degree program, and experience required to perform the job.* | | |
| * Bachelor’s degree in a related field, or currently enrolled in bachelor's degree program, or willingness to enroll in a bachelor's degree program * Four (4) to six (6) years of years of successful professional higher education advancement experience * Demonstrated ability in securing major investments from individuals, corporations, foundations, and other private funding sources * Demonstrated organizational skills and experience in managing events and other complex activities in support of development objectives * International on the ground development experience in Europe and/or globally | | |
| **Required Skills and Abilities:** *Briefly outline the specific skills and abilities necessary to perform the job.* | | |
| * Exceptional interpersonal skills and the ability to interact effectively with academic leadership, faculty, prospects, donors, and/or volunteers in a wide range of roles * Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support development objectives * Database management skills * Ability to work independently and maintain project momentum while working with colleagues and partners remotely in the UK, the US, and colleagues based around the world * Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others * Ability to foster effective working relationships within a team environment * Community relations skills and the ability to communicate and work effectively within a diverse community * Knowledge of development techniques including proposal development, prospect identification, program planning, fund solicitation, database management, investor tracking, and social networking and marketing tools * Highly developed verbal and written communication skills and the ability to present effectively to small and large groups * Ability to maintain a high degree of confidentiality and responsibility regarding information related to ASU’s and Thunderbird’s relationships, donor base, and finances and the Foundation and University’s business and confidential information * Ability to develop knowledge of, respect for, and skills to engage with those of other cultures and backgrounds * Ability to represent the institution well and possess an advocate’s belief in the vision of ASU as the New American University * Proficiency with Microsoft Office Suite and comfortable working in donor/prospect computer database systems * Knowledge of current issues and trends in graduate management education | | |
| **Preferred Education and Experience:** *When applicable, add any preferred educational level & degree program, or preferred additional experience.* | | |
| * Master’s degree or degree from Thunderbird School of Global Management | | |
| **Preferred Skills and Abilities:** *When applicable, add any preferred skills and abilities desired.* | | |
| * Command of English * Preferred fluency in another European language * Working knowledge of a foreign culture and an international outlook * Experience working in Salesforce and Workday | | |
| **Physical Requirements** | | |
| This position requires the ability to operate a computer keyboard and standard office equipment. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear, and may be required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and depth perception.  Travel when necessary to execute strategic development plans for regional and national major donor prospects.  Ability to work early mornings, nights and weekends to attend meetings and events as needed. | | |
| **Does this position have supervisory responsibility?** | Yes | No |
| *If yes, describe the level of supervisory responsibilities needed (i.e., # of employees supervised, direct supervision or indirect, etc.).* | | |
| Click or tap here to enter text. | | |
| **Disclaimer** | | |
| ***Note:*** This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities. Duties, responsibilities, and activities may change, or new ones may be assigned, at management discretion, at any time with or without notice. | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EEOC Statement** | | | | |
| ASU Enterprise Partners and its subsidiaries is an equal opportunity employer that is firmly committed to promoting justice, equity, diversity, and inclusion within our organization and throughout our sphere of influence. Because we embrace a spirit of innovation and achievement, we will endeavor to maximize the talent and potential of all employees, directors, and volunteers through bold and strategic action aimed at building success and a sense of belonging. All employees are expected to act in good faith to support these actions and to not impede the efforts of others to build a just, equitable, diverse, and inclusive organization. | | | | |
|  | | | | |
| **Version History** | | | | |
| **Version** | **Revision Date** | **Author**  **(Name and Title)** | **Description of Change** | **Approved By**  **(Name and Title)** |
|  |  |  |  |  |