

Position Announcement

Director of Development

Albizu University

San Juan, Puerto Rico; Miami, Florida

Remote



Reports To

President

Organization Profile

With campuses in Miami, Florida, San Juan, Puerto Rico, and a University Center in Mayaguez, Puerto Rico, Albizu University is an educational institution whose accredited study and research programs are founded, both in theory and in practice, on the multicultural heritages of Puerto Rico and South Florida. Through the programs at its two campuses, Albizu University provides professional training that is relevant and responsive to the mental health needs of multicultural communities and to the necessity for culturally sensitive research, thereby contributing to furthering the development of psychology, health, education, and human service professions. In fulfillment of its institutional goals, Albizu University follows a long tradition of academic excellence, innovative educational policies, and community commitment. In the words of the university's founder, Carlos Albizu-Miranda, "love reaches beyond knowledge."

Miami, Florida campus

For students looking for a university in Miami Florida, the campus is conveniently located in the city of Doral in Miami-Dade County. The Albizu University's (AU) Miami Campus prepares students to work in a multicultural society. From psychology to human services degrees, to ESOL and education certifications, students can choose from a variety of university programs to help them turn their passion into a profession.

The campus in Miami Florida is vibrant and full of diversity. When students choose the Albizu Miami campus, they can be a part of:

- One of the top psychology schools in Florida, accredited by the Middle States Commission on Higher Education (MSCHE).
- An ESOL Certificate Program that is accredited by MSCHE and licensed by the Commission for Independent Education of the Florida Department of Education.
- An environment that promotes cross-program collaboration to maximize the learning experience.
- The Master of Science degree educational program in speech-language pathology at Albizu University is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association.



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San Juan, Puerto Rico Campus

The campus in San Juan was established in 1966 and is part of the history of the walled city of Old San Juan. Albizu University's San Juan Campus was the first Hispanic college in Puerto Rico and the Caribbean to be accredited by the American Psychological Association (APA). Currently, the facilities have



modern classrooms, a community clinic focused on mental health and speech and language pathology services, a library, a scientific research center, and a modern computer lab.

Albizu University in San Juan is a unique experience, offering students many reasons to become professionals dedicated to service and research. Some highlights include:

- Albizu University is accredited by the Middle States Commission on Higher Education (MSCHE).
- Its clinical psychology programs are accredited by the American Psychological Association (APA) and it is the first Puerto Rican university to receive a 10-year accreditation period.
- According to the National Science Foundation, Albizu University is ranked among the top universities in the United States that grant doctorates to the Hispanic population.
- It features an interdisciplinary bachelor's degree that is unique to Puerto Rico, focusing on psychology or speech and language therapy degrees.
- According to an independent student survey, the Master of Science in Industrial and Organizational Psychology program was selected as the best program in Florida and is ranked third in the southeast region of the United States.
- San Juan's PhD program in clinical psychology received the Example of Excellence Award in Education in 2011,

being the only institution in Puerto Rico to receive this award.

- The Master of Science degree educational program in speech-language pathology at Albizu University is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association

Position Summary

This is a newly created leadership position. As such, the president is interested in a development professional who will embrace the culture of Albizu. An individual who has a creative and entrepreneurial mindset and is not afraid of a challenge. The Director of Development (DOD) will be charged with creating a distinguished Development program that advances awareness, financial support, alumni participation, and an overall culture of philanthropy. The Director of Development will formulate and execute the strategic plan to raise funds for the university. The DOD will be responsible for raising funds in a cost-effective and time-efficient manner with the purpose of contributing to the advancement of the institutional short-range and long-term strategic objectives by securing gifts from foundations, corporations, individuals, and alumni support. Fund development will support the instructional, research, clinical, and service activities of the Miami and San Juan Campuses.

Specific Responsibilities

Development/Fundraising

- Effectively serve as the inaugural leader of the Development program- build a culture of philanthropy to support the vision and mission of the university.
- Elevate philanthropic support in partnership with board members, the president, volunteers, and members of the leadership team.
- Identify and prioritize development priorities; build development team and infrastructure as capacity allows. Develop fundraising policies and procedures. Provide oversight for the implementation of a donor management system.
- Create and implement fundraising strategies-Identify, manage, and personally cultivate and solicit a portfolio of

major gift prospects through a metrics-driven and donor centric approach. Draft gift agreements, proposals, and other solicitation materials.

- Assess current development programs, their effectiveness and return on investment. Recommend and implement changes, new approaches and expansion of current activities, as appropriate.
- Oversee the development and execution of a comprehensive strategy and plan to expand Albizu's current base of support, tapping into the entire range of prospective donors by building a robust pipeline of prospective donors to include individuals, corporations and foundations.
- Implement a wide range of development tactic from alumni relations to special events, major gifts and planned gifts, grants, annual giving, etc.
- Partner with the President and Board on all major development initiatives. Maximize their engagement in major gift philanthropy.
- Oversee and assure a sound fiscal operation of the development enterprise, including the timely and accurate development of income and expense budgets and reporting of charitable contributions
- Implement cost-effective fund development activities that will yield a positive return on investment.

Strategy/Leadership

- Work with the President, board members, institutional leadership, faculty, and other stakeholders to develop and shape communication and philanthropic priorities, goals and strategies to increase current levels of philanthropic support.
- Serve as an advisor in maximizing and supporting the President's role in securing leadership level gifts and ensuring that the President's time is used effectively and strategically.
- Establish strong working partnerships throughout the Institute; gain the trust and confidence of the President, senior staff and faculty, forging relationships that will bring forth their best ideas and efforts to support and enhance fundraising, communications, and alumni activities.

- Serve as an advocate for institution-wide advancement, helping engage and educate the Trustees, the faculty and the staff relative to fundraising priorities and opportunities.
- Serve as an external ambassador for Albizu, representing the institution in professional and social settings.
- Serve as an active participant in institution-wide and collegial decision-making as a member of the President's senior team.
- Develop strong relationships with the Board and tap into their talents, resources, and ideas to enhance institutional advancement activities; know and understand the Board's giving patterns and encourage their participation as major donors and solicitors.

Management/Operations

- Plan, develop, and manage the department's operating budget.
- Recommend and implement best practices in advancement and in general management.
- Ensure that Albizu complies relative to regulations and requirements concerning philanthropy.
- Oversee systems that ensure that prospects and donors are tracked, acknowledged, cultivated, and solicited in a strategic and timely manner.
- Work closely with legal counsel and the CFO on appropriate legal, budgetary, and contractual matters.
- Ensure that Albizu employs best practices for technology and social media to enhance giving programs.

Qualifications

Qualities and experiences that ideal candidate should display include:

- Master's degree - business administration, higher education administration, marketing, or related field - preferred.
- Demonstrated history of identifying, cultivating, soliciting and stewarding major donors—a confident front-line principal gift fundraiser.

- Experience with the entire range of giving strategies for unrestricted and restricted/designated funding—annual, major gifts, foundation and corporate giving, planned giving, special events and alumni relations.
- A track record of serving as a strategic advancement partner to a CEO/President/Dean or other executive.
- Candidate must possess at least three years of experience in fundraising that includes a strong understanding of prospect research, grant writing, special events, and alumni affairs.
- The candidate must be organized, work independently, and manage multiple projects in a fast-paced environment.
- A strategic thinker—able to see the big picture and deliver on current goals and objectives and maintain a constant vision for the future.
- Requires highly developed writing and public speaking, using discretion, and maintaining a high level of confidentiality.
- Must be available for travel and to work evenings/weekends as needed.
- Fluency in English and Spanish preferred.
- Preferred geographic locations – Miami, San Juan, Southern U.S., East Coast
- Networking and negotiation skills.

Memorandum

The salary and benefits are competitive and commensurate with experience, qualifications, and verifiable salary history.

Paschal•Murray supports the commitment of our client in encouraging applicants from diverse backgrounds and cultures. As a condition of employment, our client reserves the right to conduct background verification including academic, work, driving, credit, and criminal histories.

This position announcement is not intended to be an exhaustive list of all responsibilities and requirements. It is presented as a fair reflection of the principal job elements.

Nominations and applications are welcome. Please send résumé and letter of application as separate documents attached to an e-mail message to:

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