

Development Generalist, Development and Alumni Engagement, College of Pharmacy

Job Summary:

The College of Pharmacy is seeking an ambitious, highly organized, and relationship-oriented Development Generalist to play a key role in advancing the College's fundraising and alumni engagement efforts. Working closely with the Executive Director of Development and Alumni Engagement and the broader Development and Alumni Engagement team, this position plays a key strategic role in defining, designing, and executing the College of Pharmacy's fundraising strategy, with primary oversight of alumni engagement, student philanthropy, and donor-pipeline development. The position will help identify, engage, solicit, and steward major- and principal-gift prospects in support of the College's mission. This role is ideal for a driven professional who is interested in building or deepening a career in fundraising, advancement, alumni relations, and donor engagement.

The Development Generalist will contribute to all stages of the donor lifecycle by supporting prospect research, pipeline development, donor communications, stewardship activities, alumni engagement initiatives, fundraising campaigns, and high-impact events. The position requires strong project management skills, attention to detail, discretion, and the ability to work collaboratively with faculty, staff, alumni, donors, university partners, and external constituents.

The Development Generalist will also provide high-level administrative and strategic support to the Executive Director, including preparation for donor meetings, coordination of development activities, data tracking and reporting, and follow-up related to donor engagement. This position offers a unique opportunity to gain broad exposure to advancement work within a dynamic academic environment while contributing directly to the growth of philanthropic support for the College of Pharmacy.

This full-time position reports to the Executive Director of Development and Alumni Engagement. During the first few months, we ask that you are onsite five days per week. Once onboarding is complete, the position will transition to a hybrid schedule of at least three onsite days per week.

How to Apply:

A cover letter is required for consideration for this position and should be attached as the first page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that are directly related.

Job Functions

- **Data Management, Prospect Research & Reporting - 25%**

- Develop and implement processes that support pipeline development; this includes collecting, tracking, and documenting information about students, alumni, donors, and prospective donors
- Analyze alumni engagement metrics to establish target priorities and formulates multi-year giving strategies to build a sustainable pipeline.
- Ensure development activities are properly documented in the donor database; this includes batch updates for various development functions such as mailings, event attendance, stewardship reporting, contact information updates, as well as uploading files and important documents
- Aid in the overall management of donor portfolios; add contact reports, plan steps, asks, and opportunities to the donor database in a timely and consistent manner
- Assist the team with donor research needs; this includes the development and utilization of personalized prospect lists to identify major gift prospects
- Compile reports and analyze data from various sources and databases to assist with team needs and various projects; examples include campaign reports, gift reports, portfolios, alumni lists, etc.
- Generate mailing lists as well as initiate and track marketing efforts needed for email and print communications
- Prepare donor and event briefings for the Dean, Faculty, Staff, and others as needed

- **Alumni Engagement & Pipeline Development - 25%**

- Partner with the Executive Director to identify new and improve existing strategies to meaningfully engage alumni with the College
- Exercise discretion in setting campaign-related strategies, establishing participation targets, and determining policy compliance for student and alumni giving programs.
- Make operational gift acceptance and allocation determinations for annual-level, special project, and student philanthropy contributions (typically under \$100 for student gifts and under \$5,000 for annual campaigns).
- Manage alumni engagement and volunteer activities; develop a tracking system and record participation in a way that supports pipeline development and major gift strategy
- Be the lead person for planning alumni events and receptions
- Liaise with the College of Pharmacy Marketing and Communications Team on joint alumni engagement initiatives and projects such as the alumni newsletter, alumni spotlights, social media, etc.

- Assist with student philanthropy initiatives, including but not limited to The Gratitude Lab and student stewardship workshops
- Respond to alumni inquiries and communications
- **Project Management & Administrative Coordination - 20%**
 - Support the team with special projects, events, and fundraising efforts
 - Assist with solicitation campaigns, including online giving campaigns
 - Manage program-specific allocation budgets related to alumni events and student philanthropy campaigns, exercising discretion over resource distribution to maximize campaign ROI
 - Work with team members to plan and execute small and large-scale donor meetings and events, including invitations, logistics, outreach, follow-up, and donor database tracking
 - Assist with stewardship efforts, including gift processing, acknowledgment letters, reports, mailings, and milestone recognition
 - Liaise with the College of Pharmacy Marketing and Communications Team on joint projects such as the development of proposals and collateral for donors
 - Assist with developing and implementing development education for College of Pharmacy faculty, staff, and students
 - Liaise with the Office of University Development (OUD) on all aspects of football season coordination; this includes tailgate invitations, securing parking passes, briefings, ticket requests, and any other football-related matters
 - Respond to inquiries from within the department, from the campus community, and external constituencies; direct matters to appropriate individuals for action and follow up as needed
- **Administrative Support for the Executive Director – 20%**
 - Provide administrative and strategic support to the Executive Director, including scheduling, meeting preparation, research, travel, expenses, reports, and other requests
 - Support donor engagement by coordinating meeting logistics, preparing briefings and materials, and assisting with follow-up
 - Handle inquiries of a highly-sensitive, confidential nature including inquiries from the campus community and external constituents
- **Collaboration with Colleagues - 10%**
 - Provide cross-trained support for the Pharmacy Development and Alumni Engagement team as needed. Collaborate and assist teammates with special projects and other responsibilities

- Collaborate and build strong working relationships with development and non-development colleagues throughout the College and University
- Foster and build a culture of philanthropy by engaging College of Pharmacy students, faculty, and staff in fundraising and donor engagement opportunities

Required Qualifications:

- Bachelor's degree or an equivalent combination of education and experience.
- Minimum of 2–3 years of professional-level experience in fundraising, alumni/constituent relations, program management, or higher education administration or an equivalent combination of education, development internships/fellowships, and professional experience
- Demonstrated experience exercising discretion, independent judgment, and initiative when managing complex, sensitive, or confidential initiatives.
- Track record of building, managing, and sustaining positive working relationships with diverse internal and external constituents.
- Excellent written, oral, and interpersonal communication skills, with demonstrated capacity to represent the institution professionally to internal and external partners.

Desired Qualifications:

- 3 to 5 years of progressive professional experience in development, advancement, or non-profit fundraising.
- Proven track record of designing or managing giving campaigns (e.g., annual giving, student philanthropy, or Giving Blueday initiatives).
- Strong analytical skills with experience utilizing donor databases, CRM systems, and reporting tools to guide prospect identification.
- High degree of resourcefulness, problem-solving capability, and active interest in higher education development work.

Work Schedule

40 hours/week, Monday through Friday; occasional evenings and weekends required for special events