PAE-Office of the Vice Chancellor - Pennsylvania-Pittsburgh - (22004444)  
  
The University of Pittsburgh's Division of Philanthropic & Alumni Engagement (PAE) is seeking an Associate Director to join a progressive team within the Office of Planned Giving, Schools and Centers. Flexible hybrid and/or remote work opportunities may be available for this position.   
  
The Associate Director, Planned Giving will be expected to fundraise from current and prospective donors evaluated with the capacity to donate $100,000 or more in outright and/or planned gifts as well as build a diverse and sustainable portfolio.   
  
The Associate Director, Planned Giving is responsible for the planning and implementation of a wide range of major and planned gift fundraising activities in their assigned region(s) to generate support from donors through cash gifts, testamentary bequests, charitable trusts, life-income and other gifts of a complex nature such as gifts of real estate or closely-held securities.   
  
The incumbent must be willing to travel at least 30% of the time. Additionally, the Associate Director, Planned Giving will also serve as a consultant to an assigned number of gift officers on potential major and planned gifts, and develop and deliver training to staff and volunteers. The Associate Director, Planned Giving will also have responsibility for managing projects and strategic initiatives in one or more of the following areas: marketing, philanthropic education for staff, seminars for prospective donors, stewardship strategy and events and administration of realized estate gifts.   
  
PAE cultivates relationships with contributors, alumni, and other constituents on behalf of the University of Pittsburgh and UPMC, generating support for teaching, research, and care. As the hub for development and alumni relations efforts, PAE contributes to a bold, vibrant, and diverse academic community.   
Primarily, we focus on:   
• Philanthropy to the University and UPMC which drives innovation and enhances opportunities for students, faculty, researchers, and clinicians.   
• Alumni relationships expressed across a community of 318,000 alumni spanning the globe.   
This purposeful, collaborative work-supported by your engagement and giving-ensures that Pitt and UPMC grow stronger each year, benefitting this community, our region, and the wider world.  
  
Bachelor's degree required. Master's degree in related field and/or law degree preferred. Paralegal certification also desirable. A minimum of 5-7 years of fundraising experience. Related professional experience may be considered. Experience in higher education, health care, sales, finance, law or similarly complex environments preferred. The desired candidate will have excellent oral and written communication and interpersonal skills, Frequent travel is required. Equivalent combination of education and transferable / relatable experience will be considered per University guidelines. Possession of a valid vehicle operator's license is required.  
  
The University of Pittsburgh is an Affirmative Action/Equal Opportunity Employer and values equality of opportunity, human dignity and diversity. EOE, including disability/vets  
  
The University of Pittsburgh requires all Pitt constituents (employees and students) on all campuses to be vaccinated against COVID-19 or have an approved exemption. Visit coronavirus.pitt.edu to learn more about this requirement.  
  
**Assignment Category** Full-time regular  
**Job Classification** Staff.Development.IV  
**Campus** Pittsburgh  
**Minimum Education Level Required** Baccalaureate  
**Minimum Experience Level Required** 5-6 years experience  
**Work Schedule** Monday - Friday, 8:30 a.m. - 5:00 p.m.  
**Hiring Range** TBD Based Upon Qualifications  
**Relocation Offered** No  
**Visa Sponsorship Provided** No  
**Background Check** For position finalists, employment with the University will require successful completion of a background check  
**Child Protection Clearances** Not Applicable  
**Required Documents** Resume, Cover Letter  
**Optional Documents** Not Applicable

Apply Here: <https://www.click2apply.net/7eApGLI6kwNDMfbZ1FxpaB>

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