



THE UNIVERSITY OF THE WEST INDIES

POST OF EXECUTIVE DIRECTOR OF THE INSTITUTIONAL ADVANCEMENT DIVISION

Applications are invited from suitably qualified persons for the post of Executive Director of the Institutional Advancement Division, Vice Chancellery, The UWI Regional Headquarters.

MAIN PURPOSE AND SCOPE OF THE JOB:

The University of the West Indies (The UWI) seeks a dynamic, collaborative fundraising professional to solicit philanthropic support from individuals, corporations, foundations and other organizations for the identified priorities of UWI as well as conceptualize, plan and execute fund raising events.

Responsibilities:

Reporting to The Vice-Chancellor, the successful candidate will be expected to:

- Plan and implement major gift fund raising strategies for The UWI.
- Identify and research prospective donors.
- Plan strategies of approach to prospective donors.
- Expand and diversify donor base/pipeline and work closely with other team members to secure funding for existing and new initiatives from foundations, corporations and individuals.
- Assist the American Foundation for UWI, the British Foundation for UWI and UWI Canada Initiative to achieve fund raising goals.
- Manage tax compliance of donors to The UWI.
- Oversee UWI Alumni Relations.
- Oversee The UWI Scholarship Programme.
- Conceptualize, manage and execute fundraising events.
- Work closely with the Office of Finance in managing grants and gifts.
- Provide reports as required by donors.
- Assist in the development and production of marketing materials as related to fundraising.
- Assist with Public Relations activities as related to fundraising.
- Manage The Rex Nettleford Foundation Secretariat.

QUALIFICATIONS AND EXPERIENCE:

- Master's Degree in a relevant discipline.
- Five years fundraising experience preferably in Higher Education with a proven ability to cultivate, solicit and steward significant financial donations.
- Excellent written and verbal skills with the ability to clearly and concisely present information to varied audiences.
- Excellent interpersonal skills and ability to work independently with minimal supervision.
- Knowledge of alumni relations/development/advancement principles.
- Ability to establish, cultivate, and steward strong relationships with alumni, donors and friends to build and maintain lifelong partnerships while aligning donors' passions and goals with the institution.

The successful candidate will be expected to assume duties **August 1, 2024**

Full details of the remuneration package may be obtained from the Office of Administration by contacting us at email: hrapplication@uwimona.edu.jm. Detailed applications giving i) full particulars of qualifications and experience, bio data; and ii) the names, titles, mailing and e-mail addresses, fax and telephone numbers of three (3) referees should be sent as soon as possible to THE UNIVERSITY REGISTRAR, OFFICE OF ADMINISTRATION, THE VICE CHANCELLERY, THE UNIVERSITY OF THE WEST INDIES, THE UWI REGIONAL HEADQUARTERS, HERMITAGE ROAD, KINGSTON 7, JAMAICA W.I., E-MAIL: hrapplications@uwimona.edu.jm.

The closing date for receipt of applications is **April 24, 2024**

The University of the West Indies thanks all applicants, however, only shortlisted candidates will be contacted.