

**Full-time, temporary Associate Director of Foundation Relations (ASAP through October 2023, with the possibility of becoming a permanent position) -- Remote or in situ**

***About UMass Amherst***

*UMass Amherst, the Commonwealth's flagship campus, is a nationally ranked public research university* offering a full range of undergraduate, graduate, and professional degrees. The University sits on nearly 1,450-acres in the scenic Pioneer Valley of Western Massachusetts, and offers a rich cultural environment in a bucolic setting close to major urban centers. In addition, the University is part of the Five Colleges (including Amherst College, Hampshire College, Mount Holyoke College, and Smith College), which adds to the intellectual energy of the region.

***Job Summary***

*Reporting to the Executive Director of Foundation Relations, the* temporary *Associate Director will primarily be responsible for working with faculty to develop project budgets for foundation-bound proposals. Additional duties* will include assembling a weekly newsletter, and performing data entry related to prospect management and foundation outreach. As part of a central office that serves the entire campus, Foundation Relations staff must be flexible and willing to assist with a diverse array of activities as needed, demonstrating self-direction, independent thought, and a creative, proactive approach to problem-solving. The Temporary Associate Director promotes UMass Amherst priorities and a positive image to constituents and advances the [University’s](https://www.umass.edu/diversity/) and [Advancement’s](https://drive.google.com/file/d/1KqNJHl9zgJ2tM8sOBgiNhpFNDDhJPVft/view) commitment to diversity, equity, and inclusion. Telecommuting is an option, as are flexible work hours. We seek someone who is committed to remaining in this role at least through mid-September 2023.

***Functions***

*Developing project budgets for foundation-bound proposals.*

*Data entry and retrieval*

*Tracking of foundation funding opportunities for weekly newsletter*

*Research into foundation sources that support campus fundraising priorities and new initiatives.*

***Minimum Qualifications (Knowledge, Skills, Abilities, Education, Experience, Certifications, Licensure)***

*Bachelor’s degree.*

*Strong project budgeting skills*

*Facility with technology and either familiarity with or the willingness to learn how to navigate Kuali and other proposal development/tracking systems.*

*Strong service ethic and a deep belief in the mission of a public research university.*

*Demonstrated commitment to valuing diversity and the values articulated in Advancement’s Diversity, Equity, and Inclusion statement, and contributing to an inclusive working and learning environment.*

*Professional demeanor and an advanced degree of emotional intelligence.*

***Duration of contract: 8 months (March through October), with the possibility of becoming a permanent position.***

*UMass Amherst is committed to a policy of equal opportunity without regard to race, color, religion,* gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, or genetic information in employment, admission to and participation in academic programs, activities, and services, and the selection of vendors who provide services or products to the University. To fulfill that policy, UMass Amherst is further committed to a program of affirmative action to eliminate or mitigate artificial barriers and to increase opportunities for the recruitment and advancement of qualified minorities, women, persons with disabilities, and covered veterans. It is the policy of the UMass Amherst to comply with the applicable federal and state statutes, rules, and regulations concerning equal opportunity and affirmative action.

Interested candidates should reach out directly to Marco Monoc: [marco.monoc@umass.edu](mailto:marco.monoc@umass.edu)