University Advancement

Reporting to Heather Seagroatt, Executive Director, Leadership Gifts
Position starting date: September 16, 2019
Position end date: December 13, 2019

The Office of Advancement seeks applicants for the University Administrative Fellows (UAF) Program. Interested applicants should submit a cover letter and a copy of their résumé via email by August 1, 2019, to James M. Van Wyck (jvanwyck@princeton.edu).

About The Office of Advancement
The Princeton University Office of Advancement secures philanthropic support for the University’s highest priorities by engaging and stewarding Princeton’s alumni, parents, and friends. We rely on strong partnerships with our volunteers and campus partners. Our strategy emphasizes the long view, honoring the relationships nurtured by those who came before us and empowering those who come after us to successfully build on our efforts.

Learning Objectives
University Advancement is seeking a University Administrative Fellow (UAF) for the fall of the 2019-2020 academic year to focus on those alumni, parents and friends making major gifts to the University. The UAF will work closely with the Executive Director, Leadership Gifts on a variety of projects of strategic importance to the team.

The UAF will have the opportunity to learn by working on the following:
- Participate in strategy discussions with fundraisers and internal partners to develop engagement and solicitation plans.
- Engage with volunteers in the planning for and follow up to key meetings and events.
- Assist with related work such as researching and drafting proposals.
- Gather research on philanthropic trends among individual donors.

This position will provide a unique opportunity to apply writing skills and gain experience in strategic fundraising, while allowing the UAF to consider the ways in which his or her academic training can be leveraged in the realm of philanthropy.

Qualifications
Strong writing, research, and interpersonal skills. Strong interpersonal skills. Basic computer skills are required.