



## **Associate Director, Data Analytics and Client Partnerships**

**The Angeletti Group, LLC**

**Naples, FL ▪ New Vernon, NJ ▪ New Haven, CT**

**December 2018**

## **The Opportunity**

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The Angeletti Group (TAG) seeks a self-motivated, reliable, and detail-oriented associate to join our dynamic and growing team of fund development professionals. This position is based out of our New Jersey office, with the majority of work conducted in office, and some opportunity to work onsite at client locations as needed (mostly in the Philadelphia/New Jersey/New York/Southern New England region). The primary role of the Associate Director, Data Analytics and Client Partnerships will be to support frontline consultants in a variety of capacities with a special emphasis on data management, analysis, and presentation.

The Associate Director, Data Analytics and Client Partnerships will work both independently and with the larger TAG team on a variety of client projects and must be able to navigate a wide range of assignments across various skill sets. The ideal candidate is a highly resourceful, detail-oriented, professional, and capable of managing their workload and prioritizing tasks in a fast-paced, deadline-driven environment. This is an excellent opportunity to build a career in fund development as part of a mission-driven team with significant experience.

The Associate Director, Data Analytics and Client Partnerships will be responsible for a variety of projects including but not limited to writing assignments, developing and managing Monthly Action Plans (TAG MAPs) for appropriate clients, attending client meetings and participating in conference calls as needed, scheduling, completing client work assignments as designated by the Senior Vice President, conducting prospect research, and acting as support to client relationship managers.

## **Areas of Emphasis for the Associate Director, Data Analytics and Client Partnerships**

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Because responsibilities will vary from project to project depending on the needs of our clients, candidates should possess qualities and experience that make them successful in the following areas of emphasis.

- Take ownership of multiple projects at a time, providing hands-on support to a variety of organizations and institutions in partnership with senior consultants.
- Work with senior consultants to assist in the creation of action plans, reports, research, benchmarking, and other creative projects as necessary.
- Develop and drive the strategic implementation of Monthly Action Plans for select client engagements, ensuring that contract deliverables are met on a timely basis.
- Collect, analyze, synthesize, and develop actionable insights from various types of raw data sources (donations, prospect information, giving history, etc.).
- Prepare and deliver findings from data assessments in concise, high-impact graphical and narrative presentations to clients and other team members.

- Serve as the primary point of contact for all data-related projects and assistance.
- Develop and sustain a level of professionalism among staff and clients including superior written and verbal communications.
- Lead additional client and/or business development projects as determined by the Senior Vice President.

## Qualifications

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- Excellent project management skills and ability to prioritize and organize work to effectively balance multiple assignments, set priorities, and meet strict deadlines.
- Strong ability to track projects and report on progress with limited supervision.
- Experience with analytical toolsets/software.
- Must demonstrate excellent communication skills (verbal and written) and the highest level of professionalism.
- Must excel at working both independently and as part of a team.
- Punctual, organized, and detail-oriented.
- Keen attention to detail and accuracy.
- Comfortable presenting to executive and senior-level staff, clients, and board members about logical, highly analytical findings and recommendations.
- A team player willing to pitch in on additional projects when needed.
- Bachelor's degree required.
- 2+ years of work experience preferred.
- Must be highly adept in Microsoft Office, particularly Microsoft Excel for synthesizing and summarizing data.
- Experience with fundraising databases a plus.

## Application Procedure

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To be considered, candidates should submit a resume and cover letter including a statement of interest to Kate Calabro, Senior Vice President at [kate@theangelettigroup.com](mailto:kate@theangelettigroup.com). The salary is competitive and health benefits, paid time off, and 401K are offered.

## About The Angeletti Group

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The Angeletti Group, LLC offers philanthropic counsel to the most passionate in education, healthcare, and community building. TAG has worked with more than 100 of the nation's leading colleges, universities, independent schools, medical centers, religious organizations, and nonprofits to build and implement extraordinary programs that have strengthened every aspect of our client partners' advancement strategies.

Our team of talented, goal-driven development professionals has broad experience and proven track records. We are designed to be hands-on and engaged every step of the way. We offer clients a breadth of services including:

- Board development
- Executive coaching
- Interim and outsourced staffing
- Strategic planning
- Campaign implementation and management
- Organizational assessments
- Planning, feasibility, and pulsing studies
- Prospect research and wealth screening
- Information database enhancement
- Benchmarking analytics
- Annual fund/direct response solutions
- Metrics driven major gift programs
- Planned giving counsel
- Communications and events design and production
- Cross media strategies

Regardless of our projects, it always is our commitment to:

- Be available daily by phone and flexibly in person to meet the needs of our clients' fund development and advancement efforts.
- Design a context and plan for securing transformative gifts.
- Assist with the recruitment of campaign/fundraising volunteer leadership.
- Devise comprehensive, but simple cultivation plans to include signature events, site visits, communication vehicles, and targeted outreach.
- Manage the recruitment and oversight of meetings of volunteer leadership.
- Participate, where appropriate, in solicitations—including the preliminary strategy for each request as well as subsequent follow-up.
- Educate the development team on the principles of effective solicitation.
- Provide monthly written campaign progress reports.