

JOB TITLE

Assistant Director, Annual Giving

DEPARTMENT

University Development

JOB SUMMARY

The Assistant Director works as a member of the Annual Giving team, to support Annual Giving's mission to serve as the base for Wright State University's philanthropic efforts.

MINIMUM QUALIFICATIONS

Bachelor's degree. One-year experience in fundraising/development or three years related professional experience. Exceptional written and verbal communication and interpersonal skills; ability to work on multiple projects simultaneously, set priorities and meet deadlines; ability to effectively work and interact respectfully within a diverse and inclusive environment; a strong commitment to higher education; possess high standards of integrity, credibility, and reliability to articulate the university's needs, opportunities and strategic goals with clarity and enthusiasm; Ability to participate in evening and/or weekend work-related activities related to Phonathon and events/meetings, and occasional travel.

PREFERRED QUALIFICATIONS

Master's degree or demonstrated ability to cultivate relationships, including gift solicitation; ability to develop relationships with individuals with high net worth in a broad range of professions; proven track record of collaboration in a team environment; demonstrated knowledge of the principles and practices associated with higher education development and annual giving; and an understanding of annual giving, leadership annual giving, major gifts and campaigns.

ESSENTIAL FUNCTIONS & PERCENT OF TIME

50% – Supports the development of an aggressive annual giving program to foster untapped annual gift prospects, upgrade/cultivate established donors.

- Coordinates all direct mail and email solicitations for the university (including data and appeal letters) and maintains a tracking system to monitor the success of each appeal
- Strategically plans the annual giving solicitation calendar, coordinating between Phonathon, digital campaigns, direct mail, and the faculty/staff/retiree campaign. This includes delivering solicitations within established timelines; developing processes to ensure accuracy; and discovering and implementing best practices
- In conjunction with the Director, plans and implements Wright State's annual faculty/staff/retiree campaign
- Engages in direct face-to-face communications with faculty, staff, and retirees to solicit and secure leadership gifts (\$1,000 and higher) through relationship building and affinity to Wright State, which may include the preparation of proposals.

20% – Utilizes data and discovers annual giving growth opportunities through data gathering and analysis. Works closely with the Director to identify constituencies and methods of solicitation for alumni, friends, and organizations to increase annual participation, funds, and retention and acquisition rates.

Reports the progress and results of solicitation efforts. Uses reporting tools and data to discover needs for improvement, continue successful approaches, and gauge individual and annual giving goals.

10% – In conjunction with the Director, manage the in-house student Phonathon program, hire, train, and supervise student call center.

10% – Student and young alumni solicitation program, and co-advise with the Office of Alumni Relations, the '67 Society, a student organization focused on alumni/student connections, building tradition and philanthropy.

10% – Provides additional support to the Office of Annual Giving and the Director, as well as other projects and duties as assigned.

WORKING CONDITIONS

Wright State University, an equal opportunity/affirmative action employer, is committed to an inclusive environment and strongly encourages applications from minorities, females, veterans and individuals with disabilities.

To preserve the safety and security of the campus community and to maintain the integrity of university operations, it is the policy of Wright State University before making an employment offer conduct various background checks, such as a criminal record, credit history when job related and/or education verifications. Additionally, an administrative review shall be conducted whenever the university learns that an employee is charged with or convicted of a crime (except for minor vehicle violations). Frequently asked questions related to background checks may be found on the Human resources website at <http://www.wright.edu/human-resources>.

Effective July 1, 2017, per Policy 7230 Wright State University is tobacco-free. Tobacco use, including the sale, advertising sampling and distribution of tobacco products and tobacco related items is prohibited in all university facilities, on all university owned or leased grounds, university owned or operated residence halls and apartments, and at all university sponsored events regardless of location. Tobacco use is also prohibited in all university vehicles or on any equipment owned, leased or operated by Wright State University. This policy applies to anyone on campus including students, faculty, staff, visitors, consultants, vendors, patients, volunteers, and contractor employees.

FIRST CONSIDERATION DATE

3/31/2020

CLOSING DATE

Open until filled

HOW TO APPLY

To find out more and apply online please visit: <https://jobs.wright.edu/postings/15174>