Annual Giving Officer  
Office of Development  
Division of University Advancement  
Job number 494942

The Annual Giving Officer is responsible for designing and implementing all annual giving components of the University's development program. The Annual Giving Officer implements strategies for identifying, cultivating, and successfully soliciting individuals, corporations, and foundations for annual gifts to support the University. This position is responsible for managing University-wide, college-specific, and unit-directed fundraising initiatives, leading the development of mailed and emailed marketing materials and related electronic fundraising platforms, educating students on the importance of being engaged and supportive alumni, and soliciting a medium-sized portfolio of leadership annual giving prospects. The Annual Giving Officer must be an excellent communicator and writer, and an experienced fundraising/marketing professional.

Minimum Requirements:
- Bachelor's degree or an equivalent combination of education and years of experience and 3-5 years of full-time verifiable Development/Fundraising and/or Marketing/Communications work experience.
- Demonstrated proficiency in Microsoft Office Suite and comfort learning new technology and systems.
- Demonstrated experience in developing and executing strategic fundraising/marketing programs or projects.
- Excellent communication (verbal and written), interpersonal, analytical, and organizational skills.
- Exceptional writing and editing skills with meticulous attention to detail.
- Effective organization, time, and project management skills with a nimbleness to shift between projects as needs evolve.
- Ability to relate well with donors/colleagues through a respectful, compassionate, and caring demeanor.
- Ability to work independently, as well as a member of an effective development team.
- Proven expertise in working collaboratively with a diverse range of constituents.

*Applicants must submit a cover letter and two writing samples to be eligible for consideration.

Desired Qualification:
- Master's degree and/or related professional education or certificate.
- Professional experience in managing social media content and electronic fundraising platforms.
- Experience planning and coordinating high caliber events of all sizes.
- Experience using relational database software, especially extensive knowledge of Millennium alumni/donor database.
- Demonstrated thorough knowledge of best practices in fundraising and evaluation of outcomes and proven success in securing gifts.
- Higher Education fundraising and/or marketing experience.

Salary:  
$58,000 - $62,000