

**Position:** Donor Relations Associate (Giving Programs)

**Department:** Development

**Reports to:** Vice President for Development

**Job Summary:** Functions as an integral member of the Development department team and is responsible for working with Development staff to increase alumni awareness, participation and contributions.

**Duties and Responsibilities:**

- Supports all operational aspects of the Department's Annual Fund and Endowed Scholarship Programs.
- Assists and supports volunteer committee outreach and coordination for Class Agent and Reunion Class Giving programs, as well as other Development efforts.
- Assists in the management of student, parent and alumni "phonathons" and "thankathons"; provides oversight of the events, including the recruitment and training of callers.
- Provides support on implementing Senior Class Gift/Current Student Gift efforts and develops other fund raising strategies to reach out to recent graduates.
- Supports Development leadership by strengthening donor relations in direct cultivation and solicitation calls/emails; provides personalized follow-up and assists in the coordination of face-to-face visits.
- Assists in the implementation of Faculty/Staff and Alumni Parent/Current Parent Gift efforts.
- Assists in the organization and execution of receptions for scholarship donors and awardees.
- Assists in organizing and preparing donor recognition content for the College's major alumni print publications.
- Maintains regular stewardship outreach and communications via print, e-mail communications and social media.
- Manages large department mailings, both internally and with external vendors.
- Takes a lead role in the organization and presentation of Scholarship Orientations.
- Assists in the organization and execution of major Development events and regional receptions.
- Performs other duties as assigned.

**Qualifications:**

- Bachelor's degree.
- At least two years of experience in development or fundraising, preferably in higher education.
- Strong verbal and written communication skills including excellent grammar, writing, proofreading and editing ability.
- Computer proficiency to include Microsoft Office, with strong emphasis on Excel, PowerPoint, Publisher and Word/Mail Merge. Web design knowledge is preferred.
- Strong fundraising database experience and solid understanding of Query, Import/Export functionality; Raiser's Edge experience is preferred.
- High energy and a positive attitude.
- Ability to multi-task effectively.

- Self-starter, team player, and detail-oriented.
- Strong passion for and commitment to the College's mission.
- Ability to work some late evenings and weekends as necessary.

Interested applicants can apply by clicking [here](#).