

Director of Annual Giving & Alumni Relations

The Director of Annual Giving & Alumni Relations will report to the Vice President of Institutional Advancement. The Director of Annual Giving & Alumni Relations is charged with increasing annual giving and strengthening alumni ties to the University. By improving existing programs, the Director will grow the annual fund, apply best practices and further engage the alumni community, faculty, staff, students and University leadership in advancing the mission of the University. The Director is further charged with growing, soliciting, and stewarding segments of the broader donor pool. This position is for an energetic, creative professional eager to bring an established fundraising program to a higher level.

Responsibilities

- Collaborate with Major Gifts Team to assure that all assigned prospects are personally solicited for the Annual Fund each year
- Working with the Coordinators of Annual Giving & Alumni Relations, develop and implement annual fund outreach through peer-to-peer solicitation, direct mail solicitations, electronic solicitations, giving day, faculty/staff giving, student giving, Blue and Gold Club, and Athletic fundraising.
- Manage condolence process, including update the condolence booklet, website, condolence cards.
- Oversee the planning and implementation of the University's annual Reunion, Distinguished Alumni Awards, Chapel bells and other events that engage alumni and friends in support of University and Department goals.
- Oversee the planning and implementation of the University's golf tournament along side the Coordinator of Annual Giving.
- Work with the VPIA to plan, implement, and organize the University's annual Gala.
- Work with VPIA to determine annual giving goals and implement strategies to ensure goal attainment; analyze results and progress towards goals.
- Work with the Coordinators of Annual Giving & Alumni Relations to determine goals as they pertain to collaboration and developing relationships with alumni constituencies and University Offices and Departments.
- Provide support and management to active alumni groups such as the Alumni Council, and regional or affinity groups.

- Working with the Annual Giving & Alumni Relations team, develop and manage alumni communications including direct mail, E-newsletter, social media, web presence and alumni news for Outlook magazine.
- Provide support, direction and leadership development opportunities to the Alumni Council, Council Committees and other key related committees.
- Other responsibilities as assigned.

Requirements:

Education & Experience

- Bachelor's degree required
- Minimum four years of relevant development experience with a demonstrated ability to manage constituent giving programs and supervising staff
- Volunteer management and event planning experience, preferably in higher education
- Demonstrated ability to effectively manage staff and resources

Other Qualifications

- Thorough understanding of outcome-based event planning
- Strong organizational skills and attention to detail.
- Able to function independently while operating effectively within a team environment
- Possess solid general computer skills, including ability to work in a Windows environment.
- Proficiency with MS Office Suite, Internet, and other programs as needed (e.g., mail merge, data base management).
- Familiarity with specific applications used by the University/Department a plus, including Canva, Hoot Suite, Give Smart
- Proficiency with Blackbauds Raiser's Edge required.
- Excellent oral and written skills and ability to communicate comfortably with students, colleagues, and external constituents
- Strong personal and professional integrity
- Ability to travel and work evenings and weekends
- Demonstrated ability to handle complex and multiple tasks in a professional and efficient manner
- Cultural competency to work with diverse student and/or employee population
- Exhibits a high level of professionalism, leadership, creative problem solving, diplomacy, negotiation and sales skills, and the ability to manage complex projects with minimal supervision

- Professional, courteous demeanor and appearance; ability to work professionally with students, faculty, staff and administration and represent the University professionally to the public
- Commitment to the mission of the University of Saint Joseph
- Physical ability to perform essential functions of the position, as noted below, with or without reasonable accommodation.
- Cultural competency to work with diverse student and/or employee population
- Commitment to the mission of the University of Saint Joseph
- Physical ability to perform the essential functions of the position, with or without reasonable accommodation.

Salary Range- \$75,000-\$82,000

Please click [here](#) to apply to the position on our career center.

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[ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES INFORMATION](#)

The University of Saint Joseph believes it must play an active role in creating a community of employees that is diverse, inclusive and equitable. Our work benefits greatly from the contributions of people of color, people from different socioeconomic backgrounds, women, LGBTQ+ people, and individuals with disabilities. Hence, we strongly encourage applications from people with these identities or who are members of other marginalized communities.

The University of Saint Joseph is an Equal Opportunity/Affirmative Action Employer.