

## POSITION POSTING

**POSITION:** Assistant Director of Annual Giving  
**REPORTS TO:** Director of Annual Giving  
**DATE POSTED:** February 7, 2018  
**DATE AVAILABLE:** Immediate  
**REQUISITION NUMBER:** 2018427

**Summary/Objective:** This posting is for a full-time, 12-month, 40 hours per week, exempt position. This position develops and maintains a portfolio of leadership annual giving prospects. Also, works in partnership with staff and volunteers to help successfully achieve the annual giving goals. This position is responsible for creating and implementing a strategy that will build a core group of Findlay Fund volunteers and donors through class management focused on reunion giving for the 25<sup>th</sup>, 40<sup>th</sup> and 50<sup>th</sup> reunion classes. Other responsibilities include management of student volunteers, the Graduating Class Gift program, and to engage UF supporters through social media channels. Some evening and weekend work is required.

### **Required Education and Experience:**

1. Bachelor's degree.
2. Two years of relevant experience.
3. Working knowledge of computers and computer software programs.

### **Preferred Education and Experience:**

1. Three years of relevant experience.
2. Social media content creation and strategic platform management experience.
3. Experience with Blackbaud's Raiser Edge software.
4. Experience in development and higher education or other non-profit.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Identify, recruit, and engage a core group of fundraising volunteers for the 25<sup>th</sup>, 40<sup>th</sup> and 50<sup>th</sup> reunion classes.
2. Provide timely training, ongoing support, consultation, and direction for volunteers, particularly around peer to peer solicitations and stewardship. Support can be in the form of conference calls, regional meetings, or one-on-one instruction based on the needs of the volunteers.
3. Strategize, implement, and manage giving activity for assigned reunion classes in order to achieve class fundraising goals and add value to the advancement efforts at The University of Findlay.
4. Management of affinity-based constituent reunions.
5. Minimum of 100 face to face visits with strategic efforts in mind focused on leadership annual giving and reunion efforts.
6. Collaborate with the Director of Alumni, Parents and Friends in the planning of events for the reunion classes.
7. Manages communication in collaboration with Marketing and Communication with regard to University social media accounts.
8. Responsible for Founder's Day of Giving, an online fundraising effort.
9. Oversees Graduating Class Gift, a student giving program that fosters a culture of giving. Attend and staff several key on-campus and regional events annually including Homecoming Weekend and Commencement Weekend.

10. Perform all other duties deemed appropriate for the position.

**Competencies:**

1. Knowledge of social media platforms.
2. Integrity.
3. Attention to detail.
4. Collaboration Skills.
5. Leadership Skills.
6. High level of communication.
7. Flexibility.
8. Strategic.
9. Ability to think outside the box.

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

**Physical Demands:**

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary. Frequent use of the telephone and computer are required.

**Position Type and Expected Hours of Work:**

This is a full-time 12-month position, and general hours of work and days are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Some nights and weekends may be required. Candidates must possess a valid driver's license, and safe driving record.

---

The Office of Human Resources will accept complete applicant files for Requisition Number 2018427 until the position is filled. Send UF Employment Application and résumé to: University of Findlay, Office of Human Resources, 1000 N. Main St., Findlay, OH 45840, HR@findlay.edu or fax information to 419-434-5976.

This position will accept applications of both on-campus and off-campus simultaneously.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer  
Male/Female/Disabled/Vet.