



<b>Job Title</b>	Assistant Director, Annual Giving	<b>Job Code</b>	AV0412
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	18
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Advancement	<b>Union Code</b>	0
		<b>Subfamily</b>	Annual Giving

**Job Family & Subfamily Summary**

**Advancement Professionals** lead, coordinate or support activities related to fundraising and public relations targeting current and potential donors and the alumni community.

**Annual Giving Professionals** participate in annual fund programs including telemarketing and direct mail. Provides support to university-wide collegiate annual giving programs.

**Job Summary**

Coordinates the development efforts including the management, administrative direction, coordination and control of activities of recent alumni, acquisition programming and personal solicitation.

**Representative Duties**

1.

- Responsible for planning, organizing and directing activities and programming to engage alumni and increase participation in Alumni Engagement and Annual Giving activities
- Researches and fosters relationships with annual donors and partnerships with campus organizations
- Plans and facilitates meetings and oversees correspondence for programs
- Provides leadership and coordination for program development
- Supervises and trains volunteers
- Solicits and identifies alumni, donors and friends of UCF
- Oversees contract negotiations and develops budgets
- Assists in developing marketing and promotional programs
- May update and maintain website and social media pages
- Manages communication strategy

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
2+ years of relevant work experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**