



Job Title	Associate Director, Annual Giving	Job Code	AV0413
Pay Plan	A&P	Pay Grade	19
Union	Non-Union	FLSA Status	Exempt
Job Family	Advancement	Union Code	0
		Subfamily	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

Responsible for the management, coordination, programming, segmenting and control of activities of constituents and special interest groups that build affinity and giving opportunities on behalf of the university.

Representative Duties

1.
 - Manages the budget, administration, events, fundraising, marketing, website and metrics for all constituent and special interest group programs
 - Increases awareness of alumni based special interest groups on campus through campus departments and partnerships
 - Researches and segments discovery opportunities with alumni involved in special interest groups
 - Supervises and assists with volunteer training and leadership development of special interest group volunteers
2.
 - Represents Annual Giving through serving on university committees and national association organizations and conferences
 - Researches and segments discovery opportunities with alumni involved in special interest groups

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

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.