



## **POSITION DESCRIPTION**

**JOB TITLE:** Annual Fund & Alumni Engagement Officer

**REPORTS TO:** VP for Advancement

**DEPARTMENT:** Development Office

**START DATE:** July 1, 2021

**CLASSIFICATION:** Full-time Staff

**SALARY:** Negotiable depending on experience

### **General Function:**

The Annual Fund & Alumni Engagement Officer reports to the Vice President for Advancement and is primarily responsible for identifying, cultivating, soliciting and stewarding annual fund donors in support of the College's top priorities. Additionally, this position will coordinate alumni activities such as Homecoming and College-hosted events within the community.

### **Duties and responsibilities include, but are not limited to, the following:**

- Develop and implement annual and long-range strategic plans for annual fund gift activities
- Identify, qualify, cultivate and solicit potential donors to support the Annual Fund priorities
- Tracking and recording of communications with individuals and foundations in the database
- Cultivate prospects and present proposals while maintain positive relationships with donors and prospects
- Manage, oversee, and coordinate all activities associated with the annual homecoming celebrations each fall, including, but not limited to, planning the event schedule
- Collaboratively participate as a member of the Advancement team on development, stewardship, and alumni initiatives
- Collaborate with the Vice President for Advancement on strategic projects and other duties as assigned

### **Minimum Requirements:**

- Minimum qualifications include a Bachelor's degree; the ability to be conversant with alumni; the availability to work some flexible hours, including evenings and weekends
- The successful candidate will be a self-starter, comfortable working independently, but consistently contributes to the team
- The ability to prioritize multiple responsibilities and work autonomously
- Facilitate strong communications with alumni, including letters, surveys, social media; possess excellent communication skills to include effective and persuasive writing, public speaking and interpersonal skills; as well as have a careful attention to detail and a professional demeanor
- Must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed

### **Preferred Qualifications:**

Preferred qualifications include three to five years of experience in sales or gift development in a college setting or comparable organization; success in the closure of philanthropic gifts; working knowledge of all Microsoft Office software; and experience with The Raiser's Edge software.

### **Working Conditions:**

Office environment with minimum 25 lbs. lifting required. Late afternoon, evenings, and weekend work required as needed.

**Applicants should complete the Quick Application located on Andrew College website for the desired position along with submitting a cover letter, resume, unofficial transcript(s) & three references with telephone numbers to: <https://www.andrewcollege.edu/employment-opportunities/>  
**Jennifer Mitchell, Director of Human Resources** [hr@andrewcollege.edu](mailto:hr@andrewcollege.edu)**

*Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond.*

*Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its employment policies.*