

## Job Opening

### Assistant Director of Annual Giving

<b>Classification</b>	Exempt, Full-Time
<b>Department/Division</b>	Institutional Advancement
<b>Reports To</b>	Director of Annual Giving

#### About King's

King's College is a Catholic institution of higher education animated and guided by the Congregation of Holy Cross. King's pursues excellence in teaching, learning, and scholarship through a rigorous core curriculum, major programs across the liberal arts and sciences, nationally accredited professional programs at the undergraduate and graduate levels, and personal attention to student formation in a nurturing community.

We offer competitive total rewards, tuition remission for employees and their dependents, 403(b) plans, and generous paid-time-off and holidays. Our culture is driven by our commitment to our mission, our community and our friendly, knowledgeable faculty and staff.

#### EEO Statement

King's College does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors. We celebrate diversity by fostering a welcoming and inclusive environment where each member of King's College feels respected with a sense of belonging.

#### Job Function

The Annual Giving Program "AGP" is a priority for King's and requires a team of dedicated professionals to execute aspects of a multifaceted fundraising program consisting of mail, phone, email, social media, crowdfunding, and personal solicitation. This position will help to enhance the AGP through crafting appeals, assist with growing the President's Society consisting of Leadership Annual Giving (LAG) donors, and lead affinity and reunion fundraising efforts.

#### Essential Elements

1. Assist the Director of Annual Giving with crafting multifaceted appeals for donor reactivation, renewal, upgrades, and acquisition, with a focus on alumni participation.
2. Develop strategies to improve membership in the President's Society through identifying, qualifying, cultivating, soliciting, and stewarding LAG donors (donors capable of making a gift between \$500 to \$9,999 annually).
3. Engage with prospects through thought multiple channels (phone, digital, mail, in-person, etc.) to solicit gifts annually, with a focus on the King's College KC Fund (unrestricted), Presidential Hope Fund, and Monarch Athletics Fund.
4. Assist with the solicitation of sponsorships and logistics related to fundraising for events such as the Lackenmier Award Dinner, Homecoming/Reunion, golf tournaments, etc.
5. Collaborate on special appeals for each fiscal year. Maintain and build relationships with various departments on campus to facilitate communication and partnership for current and future initiatives.

6. Build programs and support fundraising appeals related to specific giving constituencies (i.e., alumni, faculty staff, parents, etc.), reunion giving during Homecoming, and affinity giving (i.e., athletics, special programs, department anniversaries, etc.)
7. Help to execute the AGP's matching gift and recurring gift programs, focusing on awareness for donors and training for internal staff members to increase overall revenue for the institution.
8. Support fundraising for the AGP's yearly crowdfunding initiatives, such as obtaining challenge donations, and help meet or exceed overall dollar and donor goals.
9. Assist with the development of strategies for engagement and solicitation through digital and emerging platforms (i.e., texting programs, social media, video creation/platforms, Venmo/mobile wallets, etc.)
10. Grow the Student Philanthropy Program, through ongoing education and solicitations for the Senior Class Gift, with an emphasis on creating a Culture of Philanthropy on campus. Assist with the programming and development of the Students Today, Alumni Tomorrow (STAT) club, with a focus on fundraising initiatives.
11. Perform other related duties as assigned.

### **Required Skills, Training, and Experience**

- Bachelor's degree required
- Excellent interpersonal skills, including relationship management.
- Experience in personal gift solicitation or relevant experience preferred
- Higher education and/or nonprofit fundraising experience preferred
- Proficient written and public communication skills.
- Ability to work independently and as part of a team to satisfy defined metrics for success.
- Highly organized, self-motivated, and goal-oriented
- Committed and proficient learner.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other software platforms
- Exhibits high attention to detail and thrives in a fast-paced environment.

Other preferred qualifications include:

- Exhibits the highest ethical standards.
- Reflects an optimistic and positive attitude.
- Ability to work effectively with individuals of diverse backgrounds, personalities, and life experiences.
- Possess a valid driver's license.

### **Physical Conditions**

Fast paced high energy environment. Occasional travel. This position is located on campus in Wilkes-Barre, PA. Duties performed are primarily in an office environment while sitting at a desk, computer workstation, or in meetings. Periodic evening and weekend hours are required to attend College events outside normal business hours. Some travel may be required. Prolonged periods of sitting at a desk and working on a computer; Must be able to lift, carry and/or move objects weighing up to 10 pounds.

Qualified applicants, please submit a cover letter and resume to [hrjobs@kings.edu](mailto:hrjobs@kings.edu)

Internal applicants please submit a resume to [hrjobs@kings.edu](mailto:hrjobs@kings.edu) by February 28, 2023.