



JOB OPPORTUNITIES

Associate Director of Annual Giving University Advancement

Posted October 11, 2018

Capital University is seeking an Associate Director of Annual Giving responsible for identifying, cultivating and closing Annual Giving contributions from prospective donors. This is essential because it builds the pipeline for Capital's major gift donors. Responsibilities include promoting Capital primarily to alumni, but also representing the University in the community, state and across the nation.

Primary roles and responsibilities:

- Identifies, cultivates and solicits gifts primarily from individuals; participates in expanding Annual Giving prospect lists through personal visits, reviews research materials,
- Participates in collaborative discussions with the Associate VP of Advancement, other gift officers, and members of the development staff.
- Manages a portfolio of assigned prospects; develops and executes strategies for cultivation and solicitation, and brings gifts to closure to assure appropriate stewardship.
- Participates in the planning and execution of Capital Fund fundraising campaigns, strategy, outreach and evaluation sessions. Focus areas include young alumni and student philanthropy.
- Attends and participates in university-related events such as, but not limited to, Alumni Weekend and Homecoming.

Qualifications:

- Bachelor's degree (B. A.) from four-year college or university; or five years related experience and/or training; or equivalent combination of education and experience.
- Motor vehicle license is required.
- Excellent skills in Microsoft Word, Excel, and Outlook; prior experience in Raiser's Edge preferred; ability to learn other software and hardware systems as needed.
- Strong organizational skills and detail oriented.
- Ability to travel 50% of the time. Occasional overnight travel necessary.

Capital University is committed to increasing the diversity of the Capital community and curriculum. This commitment includes Capital's dedication to the development of faculty and staff who are committed to inclusive practices in teaching, learning, working and all other campus and community interactions. Candidates who can contribute to that goal are particularly encouraged to apply.

Capital University offers a rich benefits package that includes medical, dental, vision, retirement, family education benefits, short-term and long-term disability, life insurance and free parking.

Please send resume and cover letters electronically to:

Marcy Day, Senior Administrative Assistant

Mday2@capital.edu

Please complete the optional confidential data survey

at: <http://www.zoomerang.com/Survey/WEB22A2B2784NM>

For more information on Capital University, visit our website at www.capital.edu.

Capital University is an equal opportunity employer, and supports a diverse and inclusive campus community. Capital University does not discriminate on the basis of race, color, national or ethnic origin, sexual orientation, religion, sex, gender, age, disability, veteran status, or other characteristics protected by the law.