

Ball State University
Professional Position Description

Position #: 101332

Department: University Development

Dept Code: 162010

Position Title: Assistant Director of Leadership Annual Giving

Reports To: Director of Annual Giving

Contract Type: Professional--Cont Contract (P1)

Revision Dates: 9/2012; 6/2014

Exempt1: Administrative

Exempt2:

Direct Reports: None.

Position Function:

Secure mid-level gifts from Ball State University alumni and friends; create strategies for developing relationships between prospects and top university administration and volunteers; oversee Discovery, a women's philanthropy group at Ball State.

Duties/Responsibilities:

1. Qualify cultivate, and solicit Ball State alumni/ae and friends capable of making leadership annual gift commitments in the \$1,000--\$10,000 range or more to the university.
2. Devise and implement cultivation and solicitation strategies (including ask amounts) and meet activity and revenue goals by planning, managing, and maintaining an aggressive meeting schedule.
3. Execute cultivation and solicitation methods, including telephone, email, and personal visits with alumni and friends (minimum 20 visits per month).
4. Use moves management system to identify, qualify, cultivate, solicit and steward prospects.
5. Increase the number of mid-level donors who give annually, ultimately increasing the amount of private support raised from university constituents each year; concentrate on renewal, upgrades and acquisition within the prospect pool to assist in raising more private support each year and enhance the major gift pipeline.
6. Develop and implement a growth plan for Discovery and women's philanthropy that establishes quantifiable and measurable goals and related strategies for fundraising and operational activities.
7. Oversee the Discovery Board and grants, including implementation of recruitment, logistics, agenda and materials preparation, meeting minutes and follow-up items, ensuring timely delivery and accuracy.
8. Analyze data and develop strategies to grow mid-level and leadership giving.

9. Develop prospect strategies, prepare briefing reports and coordinate execution of donor activities.
10. Plan all work thoroughly and carefully, including goals, timetables and steps to be taken to achieve objectives.
11. Provide regular updates to the Director of Annual Giving on mid/leadership-level donor giving.
12. Review all pledge reminders and correspondence for mid-level/leadership giving prospects.
13. Perform other related duties as assigned.

Minimum Qualifications:

Education: Bachelor's degree.

Experience: At least two years of fundraising field work which includes responsibilities for building relationships with individuals.

Other: Ability to work as part of an organization without direct daily supervision; outstanding oral, written and listening communication skills in order to articulate departmental and institutional viewpoints, goals, priorities, and needs; strong organizational and interpersonal skills; willingness and ability to travel; possess and maintain a valid driver's license and be insurable under the university's auto fleet policy; proficient in Microsoft Office, Word, Excel, and social media..

Additional Preferred Qualifications:

Education: Master's degree.

Experience: Work experience in an annual giving program and/or development work.

Other: Self-motivation and ability to motivate others, including staff, faculty and volunteers; ability to work as a team member within a complex institution; knowledge of or experience in an educational setting; flexibility and willingness to change fundraising tactics and strategy mid-year to achieve stated program goals..