



Position Title:	Annual Giving Officer	
Reports To:	Director of Alumni Relations and Annual Giving	
Department:	MDC Foundation	Job Code: 0155
Prepared By/Date:	Glenn Kaufhold/04-2007	Job Group: PEC
Approved By/Date:	Glenn Kaufhold/04-2007	Salary Grade: 15
Revised:	Jennifer C. Brito/5-29-2009	FLSA Status: Exempt

Summary:

Identify, cultivate, and solicits prospect to secure leadership Annual Fund gifts (\$1K – 25K). Works closely with Director of Alumni Relations and Annual Giving to increase Annual Fund revenue and participation, this involves Annual Fund projects such as: challenges, leadership volunteer boards, faculty/staff appeals, and other programs.

Essential Duties and Responsibilities:

- Maintain a portfolio of assigned annual giving donors with focus on moving donors to higher giving levels and ensuring continued annual support.
- Maintains a portfolio of at least 100 prospects for gifts of \$1,000 and higher.
- Conducts 15-20 face-to-face meetings per month with prospects for purposes of discovery, cultivation, solicitation, and stewardship.
- Prepares written gift proposals for prospects.
- Makes recommendations for gift restrictions and decides about naming opportunities.
- Prepares gift agreements for new gifts, as required.
- Performs related duties as required or deemed appropriate to accomplish the assigned duties and responsibilities of this position.

Knowledge, Skills and Abilities:

- Knowledge of cultivation, solicitation, and stewardship strategies and techniques.
- Knowledge of methods, practices and procedures for obtaining information about the giving programs.
- Excellent organizational skills, presentation skills and communication skills (both oral and written).
- Excellent interpersonal and networking skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Strong leadership skills with the ability to be persuasive and influential.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.
- Ability to maintain a high level of poise and professionalism in all circumstances.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.
- Ability to work in a multi-ethnic and multi-cultural environment with user communities of diverse backgrounds and skill levels.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must occasionally lift and/or move up to 10 pounds. The employee is frequently required to stand; walk; talk and hear; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in a related field of study such as Business, Public Relations, or Marketing and six (6) years of experience in development, non-profit marketing or related field (preferably in an academic environment). Evening and weekend work is sometimes required.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name