



## **Associate Director – Alumni & Annual Campaign**

### **JOB DESCRIPTION**

**Job Summary:** Under administrative direction, identifies, cultivates, solicits, and stewards major gift donors; develops fundraising strategies; serves as development liaison; supports budget, projects, goals, and strategic planning.

### **CHARACTERISTIC JOB TASKS AND RESPONSIBILITIES**

**May include any and/or all of the following:**

- Identifies, cultivates, and solicits philanthropic support by developing and maintaining relationships with corporations, foundations, and individuals, including alumni, faculty, and other key personnel; fosters positive and enduring relationships that produce reciprocal benefits.
- Primary focus will be on alumni & planned giving relationships, but may overlap with other individual or organized groups.
- Develops fundraising strategies and methods or activities to ensure proper acknowledgement, recognition, and stewardship of donors;
- Develops highbrow marketing collateral (brochures, newsletters, Mail Chimp, Constant Contact, etc.), campaign materials, and case statements; evaluates effectiveness of development programs and securing gifts at various levels; generates reports.
- Builds working relationships and serves as development liaison to schools and colleges, deans, department heads/directors, and other key personnel to achieve successful fundraising; nurtures culture of philanthropic support.
- Supports the preparation of annual budget and program projects, strategic planning, and goal evaluation.
- Participates in professional development organizations, committees, boards, and meetings; travels locally, and out-of-town as necessary; prepares call reports in a timely manner.
- Manage the Sales Force donor database with relevant information for donor stewardship and trains team members on how to update this database.
- Participates in special event projects and other duties as assigned.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Knowledge of development/fundraising concepts and appropriate solicitation techniques
- Strong interpersonal/human relations skills
- Strong verbal and professional written communication skills
- Marketing and presentation skills
- Project management skills
- Ability to interact with diplomacy and tact amid influential clients and diverse groups
- Ability to maintain relationships with significant and influential individuals
- Ability to solicit gifts
- Ability to adapt and respond to various situations
- Ability to maintain high level of confidentiality

**MINIMUM QUALIFICATIONS**

Education and experience equivalent to:

- Bachelor's degree; supplemented with three (3) years of related experience.

**HOW TO APPLY:**

- E-mail Resume or CV with letter of intent to [miracle@uogendowment.org](mailto:miracle@uogendowment.org)

**OR**

- Drop Resume with letter of intent off at  
UOG Endowment Foundation  
House #10 Dean's Circle  
University Drive, Mangilao, Guam 96913

**FOR MORE INFORMATION OR QUESTIONS:**

- Call (671)735-2957
- E-mail [miracle@uogendowment.org](mailto:miracle@uogendowment.org) or [info@uogendowment.org](mailto:info@uogendowment.org)

**APPLICATION DEADLINE: JULY 3, 2020, 5PM**