

POSITION ANNOUNCEMENT

Job Title: Alumni and Annual Fund Officer
Department: University Advancement
Reports to: Vice President of Advancement
Shift/Hours: 40 hours per week
Date Prepared: October 29, 2021

SUMMARY

This position is responsible for a combination of duties including, but not limited to, management of mass solicitations, grant writing and ensuring consistent communications to alumni and friends. The overall responsibility of the Alumni and Annual Fund Officer is to increase the amount of money raised to support the mission of Madonna University.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Manages mass solicitation process with multiple appeals sent out throughout the year – process to include development of communication, identification of segment and analysis of data after process is complete.
2. Individual will support efforts of writing and submitting grants to various foundations and corporations in coordination with various campus constituents.
3. Assists with alumni communications in conjunction with Director of University Communications.
4. Builds relationships and maintains a pool of alumni prospects for personal cultivation, solicitation, and ongoing stewardship. Solicitations include acquisition of new donors, renewal or upgrading of existing donors, and accountability for fundraising goals.
5. Promotes alumni awareness of and attendance at University events through phone calls and social media.
6. Represents Madonna University at off-campus events as needed.
7. Performs daily tasks in support of the Advancement Office goals and objectives, such as staffing events, supporting committee meetings, initiating and responding to phone, mail, and electronic inquiries as requested.
8. Duties may include writing, proofreading, and disseminating communications to engage and steward donors, including alumni interviews, presentations, solicitations, publications, content for the web and social media, photos and the creation of short videos.
9. Works with Advancement team members as requested to support grant writing, projects and events.
10. May serve as a point of contact for special projects and volunteers.
11. Other duties as assigned.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Must have a valid driver's license, commercially insurable driving record, and own transportation.

EDUCATION AND EXPERIENCE: Bachelor's degree required, fundraising experience preferred. Strong written and oral communication skills, including experience in gift solicitation and public speaking. Ideal candidate will ideally have knowledge of the University's mission, culture, academic programs, and fundraising objectives in solicitation efforts. Self-motivation, attention to detail and ability to meet deadlines and fundraising goals. Strong proficiency, or willingness to learn, email marketing software and social media platforms and Microsoft Office Suite.

TO APPLY: **External candidates** please complete the application on our website at madonna.edu. Please send a **letter of intent** reflecting the above responsibilities and qualifications and a **resume** to hr@madonna.edu.

Current employees please complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.