Position: A03515

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of Annual Fund, Law School

DEPARTMENT: Development and University Relation, Law School, Lincoln Center

Reporting to the Senior Director of Annual Giving and Stewardship for the School of Law, the Assistant Director of Annual Giving seeks to increase participation in annual giving from alumni, parents, and friends of Fordham University’s School of Law. These gifts provide important support for financial aid, new academic initiatives, facilities, and ongoing expenses. Working closely with the Senior Director of Annual Giving and Stewardship, the Assistant Director of Annual Giving is responsible for the strategy and management associated with increasing the number of donors in the Dean’s Society—the Law School’s leadership giving society. The Assistant Director oversees all aspects of the Dean’s Society, including the solicitation of gifts at the $2,500+ level, the management of targeted direct mail pieces for this audience, the creation of cultivation events, and the stewardship of existing Dean’s Society members. Finally, the Assistant Director will provide operational support for multiple areas within the Annual Fund and special project fundraising initiatives.

RESPONSIBILITIES:

- In partnership with the Senior Director of Annual Giving and Stewardship, set strategy and manage the day-to-day operations of the Dean’s Society.
- Build and maintain a portfolio of 150-200 annual giving prospects. Devise and implement solicitation strategies for each prospect in pool with the goal of soliciting annual gifts of $2,500+ and multi-year commitments of $12,500+. Maintain frequent contact with donors through visits, correspondence, and telephone calls; encourage their attendance at key events throughout the year.
- Complete 150+ solicitation and stewardship visits annually with current and prospective Dean’s Society members; achieve 200+ solicitations ($2,500+) annually; solicit a minimum of $1,000,000 in new gifts and multi-year commitments for the Law School’s Annual Fund priorities; close $500,000 in new gifts and multi-year commitments for the Law School’s Annual Fund priorities.
- Write Dean’s Society specific appeal letters and emails in collaboration with the Communications staff; develop creative and new initiatives to grow Society membership.
- Working with the Director of Annual Giving, implement a comprehensive stewardship program for Dean’s Society members, ensuring they are properly thanked for their contribution and regularly engaged/communicated with throughout the year.
- Lead the planning and execution of an annual reception for Dean’s Society members.
- Institute weekly/monthly tracking goals to determine Dean’s Society program effectiveness and analyze giving trends to determine successes and challenges.
- Works collaboratively and strategically with other members of the advancement team and other School/University units to promote alumni involvement with Fordham Law as ambassadors, friends, and donors.
- Participate in advancement activities and events, including dinners, receptions, and alumni campus visits.
- Perform other duties as required or assigned.

QUALIFICATIONS:

- A bachelor’s degree is required.
- Minimum of three (3) years of progressively successful experience in frontline fundraising and development.
- Demonstrate keen understanding of annual giving strategies, constituencies, methods, metrics, and best practices preferably in a higher education setting; knowledge and experience with direct mail, telemarketing, e-campaign solicitation strategies.
- Ability to effectively communicate both written and orally with the intended audience.
- Curiosity and analytical thinking; complex problem solving; ability to organize, prioritize and complete multiple projects simultaneously with close attention to detail; meet deadlines and work in a fast-paced environment.
- Ability to foster strong collaborative relationships at all levels of a complex organization and professionally interacts with all levels of students, staff, faculty, and outside groups.
- Ability to work collaboratively with colleagues in a team environment; an ability and willingness to quickly learn both the Law School’s and University’s history, mission, demographics, faculty, current programs, and departments, as well as University culture.
- Comfort with using personal computers, tablets, and software programs for retrieving, organizing, researching, and presenting appropriate donor/prospect information; proficiency with MS Office Suite (advanced Excel experience preferred); experience with Banner or Reeher a plus.
- Willingness to work some evenings and weekends.

SALARY: Commensurate with experience

STARTING DATE: ASAP

Send Cover Letter and CV to: Elizabeth McKeveny emckeveny@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.

Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories.