Position: A01855
Date: 11/13/18

ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Leadership Annual Giving Officer

DEPARTMENT: Development and University Relations
Lincoln Center Campus

RESPONSIBILITIES:
- The Leadership Annual Giving Officer is a member of the Fordham Fund team, a dynamic group of ten fund-raising professionals.
- He/she will be primarily responsible for the identification, qualification, cultivation and solicitation of prospects capable of making regular annual gifts from $1,000 to $25,000 per year.
- Reporting to the Senior Director of the Fordham Fund, this individual will build and maintain a portfolio of about 150 prospects and schedule approximately 150 personal visits a year.
- He/she will work with the Assistant Director of the President’s Club on messaging and outreach around the President’s Club program and organize small cultivation events and/or committees to engage prospective donors.
- He/she will also work with the Assistant Director of Young Alumni and Student Giving on Young Alumni President’s Club (YAPC) events and initiatives.
- Like all Fordham Fund team members, s/he will manage volunteer soliciting teams for specific reunion classes at Rose Hill and Lincoln Center.
- The Leadership Annual Giving Officer will assist in reunions and important university-wide special events and perform other duties as assigned to enhance the mission and goals of the Office of Development and University Relations.
- The Leadership Annual Giving Officer will collaborate with the alumni relations and special events teams during reunions and major events.
- Evening and weekend work and out-of-town travel are expected.

QUALIFICATIONS:
- A bachelor’s degree is required and advanced degree in any discipline is preferred.
- Two years’ experience in annual giving and/or volunteer management required.
- Candidates should be familiar with various giving vehicles (direct mail, phone, email and crowd funding) and be comfortable making face-to-face solicitations.
- The successful candidate will be enthusiastic, creative, organized, detail-focused and a team player.
- Excellent written and oral communication skills and fluency with MS Word and Excel applications are required.
- Experience with fund raising applications such as Banner Advancement, Raiser’s Edge and experience with executing queries and producing mailing lists are strongly preferred.

START DATE: ASAP

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

SEND RESUMES TO:
Subject Line: Leadership Annual Giving Officer
Developmentjobs@fordham.edu

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