ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Fordham Fund Officer

DEPARTMENT: Development and University Relations
Lincoln Center

POSITION SUMMARY:
The Fordham Fund Officer is part of a dynamic and high-energy team of development professionals working in a collaborative environment within the centralized Department of Development and University Relations at Fordham University. The Development team works closely with the deans of the undergraduate/graduate schools and colleges to execute the University’s campaign goals by cultivating relationships with the University’s broad array of parents and alumni and securing new donors while retaining existing supporters. The development team works closely with the alumni relations and the marketing and communication teams to carry out the department’s objectives.

RESPONSIBILITIES:
- Reporting to the Associate Director of the Fordham Fund, the Fordham Fund Officer is primarily responsible for supporting the Fordham Fund team to reach its annual goals, particularly in the areas of young alumni and student giving, crowdfunding and peer-to-peer fundraising.
- The Fordham Fund Officer will assist the Director of the Fordham Fund in administrative tasks to ensure the Fordham Fund Team is operating in a productive manner.
- Become a valued team expert on the various data systems that underlie the Fordham development effort. Help others on team better utilize the tools at hand and when necessary, step in to help them get the information they need.
- Interact with alumni, parents and friends who need special personal attention, answering questions, addressing complaints or taking gifts directly over the phone.
- Assist where needed, in important university-wide special events and perform other duties as assigned (or implement new ideas as approved) that will enhance the mission and goals of the Office of Development and University Relations.
- Assist the Associate Director of the Fordham Fund to develop and maintain effective Young Alumni and Student giving strategies, with particular emphasis on young alumni participation in giving, Senior Class Gift and the Student Philanthropy Committee.
- Assist the Director and Assistant Director to develop and maintain effective peer-to-peer fundraising programs and crowdfunding projects.
- Assume responsibility for specific classes for the Rose Hill and Lincoln Center campus reunion programs.
- Become a valued team expert on the various data systems that underlie the Fordham development effort. Help others on team better utilize the tools at hand and when necessary, step in to help them get the information they need.
- Interact with alumni, parents and friends who need special personal attention, answering questions, addressing complaints or taking gifts directly over the phone. Assist where needed, in reunions and important university-wide special events and perform other duties as assigned (or implement new ideas as approved) that will enhance the mission and goals of the Office of Development and University Relations.
- Plan for and make face-to-face stewardship and discovery visits to loyal donors in the tri-state area and assist with planned giving outreach.
QUALIFICATIONS:
- Bachelor’s Degree required.
- 2-3 years’ experience working with events and volunteers. However, experience as a volunteer will be considered as well
- Minimum of 2 years of experience, preferably in an academic environment.
- Familiarity with the vehicles of giving (direct mail, phone, email and crowdfunding) required
- Organizational ability and attention to detail required.
- Ability to work collaboratively with colleagues within Development and University Relations and the University at large.
- Excellent written and oral communication skills required.
- Acquaintance with complex organizations and/or universities is a plus.
- Fluency with computerized development databases preferred.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND APPLICATION TO: sball4@fordham.edu
All applications must include (1) an up-to-date resume and (2) a cover letter that specifically cites the experiences that prepare the applicant for this role and why s/he is interested in working for Fordham University.

NO PHONE CALLS PLEASE

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