ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Leadership Annual Giving Officer

DEPARTMENT: Development and University Relations
Lincoln Center

POSITION SUMMARY: The Leadership Annual Giving Officer is a member of the Fordham Fund team, a dynamic group of nine fund-raising professionals. In collaboration with the Executive Director of Development, Fordham Fund, they will be responsible for the qualification, cultivation and solicitation of prospects capable of making regular annual gifts from $1,000 to $15,000 per year. This individual will build and maintain a portfolio of up to 150 prospects and schedule approximately 120 personal visits a year. They will work with team members on messaging and outreach around the President’s Club program and help organize small cultivation events to engage prospective donors. They will also be responsible for working with specific reunion class committees on leadership giving.

RESPONSIBILITIES:
- Collaborates with the alumni relations and special events teams during reunions and major events.
- Cultivates and personally solicits a portfolio of President’s Club level donors and prospects.
- Works with the Executive Director and other LAGOs to manage the programming components of the President’s Club, planning events and communications.
- Assumes responsibility for specific classes for Jubilee, the Rose Hill campus reunion program, and for the Lincoln Center campus’ Reunion.
- Assists the Fordham Fund team with implementing and maintaining a robust “peer-to-peer-asking” volunteer program using such tools as GiveCampus and GiveCampus VMS.
- Assists, where needed, in reunions and important University-wide special events.
- Performs other duties as assigned (or implements new ideas as approved) that will enhance the mission and goals of the Office of Development and University Relations.
- Evening and weekend work and out-of-town travel are to be expected.

QUALIFICATIONS:
- Bachelor’s Degree required; or, in lieu of a degree, minimum 4 years of experience in development or a related field, preferably in a higher education setting. Previous experience in sales will be considered.
- Proven track record in soliciting annual gifts and engaging volunteers.
- Enthusiastic, creative, organized, and attentive to detail.
- Excellent written and oral communication skills.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: ASAP

SEND LETTER AND RESUME TO: developmentjobs@fordham.edu

Please include position title and number in subject line.
No phone calls, please.

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