

Southwestern University

Sr. Director/Director of Annual Giving and Advancement Services

Southwestern University invites applications for the position of Sr. Director of Annual Giving and Advancement Services. This position manages and executes a comprehensive annual giving program in order to raise current funds for the University by coordinating communication and solicitation strategies that acquire and retain support from alumni, parents, and friends. The position also manages the Advancement Services functions for the division, including database management, gift and pledge processing, gift and pledge acknowledgements, data analytics, and data reporting. This is a 12-month, fully benefited position who reports to the Associate Vice President for Development.

Responsibilities include, but are not limited to:

- Lead the development of integrated creative strategies for annual giving programs including phonathon, student portfolio managers, direct mail, alumni volunteer engagement, online giving challenges, giving days, texting, e-solicitations, and student philanthropy to develop a sustainable donor base and culture of philanthropy.
- Provide strategic planning and analysis of solicitation and communication strategies for all giving programs through an integrated approach that aims to deepen the donor pool and advance the overall mission of the University Relations (UR) division.
- Responsible for setting and meeting quantifiable goals through annual giving programs including alumni, parent, and student participation, Southwestern Fund dollars raised, \$1-\$999 dollars raised, and donor retention.
- Work with UR colleagues to collaborate on and integrate strategies for donor acknowledgements and receipting, stewardship, and gift processing practices that foster the growth of annual giving societies (Brown Society and President's Council) through effective stewardship practices and cultivate a major gift pipeline.
- Along with the Associate Directors of Annual Giving and Advancement Services team, manage pledge fulfillment initiatives to maintain a high pledge completion rate and integrate with ongoing solicitation schedules.
- Collaborate with UR colleagues and campus partners to help educate and coach them on ongoing annual giving programs and fundraising practices and potential partnering opportunities to raise funds for micro-giving programs.
- Work directly with approximately 100 class committee volunteers to train, inspire, and motivate peer-to-peer solicitation and engagement that results in increased alumni participation and reunion gifts.
- Serve as the Point of Contact for donor relations issues along with Major Gift Officers, Stewardship, and Advancement Services team to ensure a donor-centric process from making the gift to the receipting and stewarding of the gift.
- Perform other duties as assigned.

Position Requirements:

- Bachelor's Degree.

- Ten years of development or related experience, with three years of supervisory experience.
- Experience crafting and communicating a case for support, especially scripts for phonathons and publications for direct mail appeals.
- Experience in recruiting, training, and directing volunteers.
- Ability to supervise and to work with others as a member of a team.
- Experience managing a budget.
- Ability to respect confidential information.
- Proven supervisory and management skills.
- Knowledgeable of database software systems.
- Ability to organize, analyze, and refine complex processes.
- Demonstrated leadership skills, including a strong work ethic.
- Willingness to adhere to the University's core values.
- Possess excellent interaction and communication skills (verbal and written).
- Have knowledge, understanding, and acceptance of cultural differences and the diversity within the campus and community.
- Demonstrate professional manner with all internal and external University constituents.
- Ability to be flexible, adjust to fluctuating priorities, and produce a reliable work product.
- Proven Ability to perform well in stressful situations.
- Ability and willingness to travel utilizing standard, commercial, and/or personal modes of transportation.
- Understanding and commitment to liberal arts education, including the ability to relate to a liberal arts faculty.
- Ability to attend work consistently and maintain a regular work schedule.

Preferred Position Requirements:

- Ten+ years of development experience in gift program and leadership prospect programs in a small, liberal arts institution, including three or more years of supervisory experience.

Southwestern University offers competitive salary and benefits including health, dental, life, long term disability, retirement, 15-paid holidays, vacation and sick leave, tuition assistance, access to athletic facilities, free parking and discounted meal rates. Southwestern University is a selective, undergraduate institution committed to a broad-based liberal arts, sciences, and fine arts education. Southwestern University is deeply committed to fostering a diverse educational environment and especially encourages applications from members of groups traditionally under-represented in academia. For information concerning the University, visit our Web site at www.southwestern.edu.

To apply: The University will only accept application materials through Interfolio at apply.interfolio.com/106780. Interested persons must submit a letter of interest, resume, the names and contact information of three professional references. Email and paper applications will not be accepted. Only completed applications will be reviewed by the Search Committee. The Committee will review all completed applications until the position is filled and plans to move quickly through the search process. Interested individuals are strongly encouraged to submit application materials as quickly as possible. All offers of employment are contingent on successful completion of the University's Background Check Policy process. [EOE/M/F](#)

Salary \$80,000 – \$90,000