

## Job Description:

Position Overview: Reporting directly to the Associate Vice President for Development, the Director for Annual Giving is responsible for managing the annual fund team and the strategic direction for Muhlenberg's annual giving programs. This is also a front-line fundraising position with a portfolio of leadership annual fund prospects and requires some travel. The position oversees a team of three professionals.

### Characteristic Responsibilities:

- Develop, prepare and execute comprehensive and strategic annual solicitation plans for both restricted and unrestricted annual giving, aimed at increasing total annual giving revenue as well as alumni and parent participation rates.
- Carry a prospect portfolio of approximately 100 leadership annual fund prospects with goals for visits, solicitations and planned giving conversations.
- Oversee plans related to alumni and student phonathons, leadership annual fund giving (Henry Melchior Muhlenberg Society) and student philanthropy.
- Collaborate with the Advancement Research team on assignment of Muhlenberg Fund gift officer portfolios and manage gift officer annual fund goals.
- Enhance and maintain a comprehensive Class Fund Chair/Committee volunteer program.
- Manage and expand the matching gift program, the recurring gift initiative, the Loyalty Society, the annual #MULEMENTUM Day of Giving, and the annual Mule Madness athletics giving program.
- Work in tandem with Alumni Affairs to support Reunion programming with responsibility for all Reunion fundraising efforts.
- Oversee and coordinate current restricted operational fundraising including, but not limited to athletics, Hillel, the Institute for Religious and Cultural Understanding and any additional current-use fundraising activities that may present themselves.
- Prepare and maintain a robust departmental budget.
- Supervise, evaluate, coach and mentor a staff of three professionals.
- Serve as an effective spokesperson and representative of Muhlenberg College by articulating the needs of the College and outlining annual giving priorities.
- Build effective working relationships with key departments, administrators and faculty members to ensure a collaborative spirit in regards to fundraising efforts, specifically serving as a liaison between Advancement and assigned academic and administrative departments.
- May perform other duties as assigned.

Qualifications - *While no one person may possess all the qualifications listed below, the ideal candidate will have many of the following professional experiences and characteristics:*

- Bachelor's degree required (advanced degree preferred).
- Minimum five years of front-line fundraising experience, preferably in higher education, or equivalent related experience.
- Expertise in current trends in fundraising, especially in annual giving programs.
- Demonstrated understanding of fundraising techniques, volunteer management, donor relations and stewardship.
- Strong management, coaching and mentoring experience.
- Persuasive oral and written communication skills.
- Excellent skills in analysis, organization and planning.
- Ability to work in a self-directed fashion while serving as a member of a collaborative advancement team.
- In-depth and working knowledge of computer systems, preferably fundraising software systems.
- Ability to understand and articulate the role of a small, private liberal arts college.
- Demonstrated commitment to fostering an inclusive academic and professional environment where all members of our campus community are respected, valued, can succeed, and thrive.
- Successful completion of standard background checks, including but not limited to education verification, national criminal background checks, and child abuse clearance required.

Salary Range - \$95K-\$100K

Link to Job Posting -

[https://muhlenberg.wd1.myworkdayjobs.com/en-US/MuhlenbergCareers/details/Director--Annual-Giving\\_R0000895](https://muhlenberg.wd1.myworkdayjobs.com/en-US/MuhlenbergCareers/details/Director--Annual-Giving_R0000895)