

Annual Giving Coordinator

Thomas Nelson Community College

Summary

The Annual and Alumni Giving Coordinator implements and manages annual fund operations to solicit contributions from alumni, friends, faculty and staff and other constituents through direct mail, personal solicitations and phone-a-thons.

Responsibilities:

In conjunction with the Director of Development, Vice President for Institutional Advancement and President's Cabinet, the Annual and Alumni Giving Coordinator will:

- Identifies and recruits leaders for the faculty and staff campaign.
- Works with designated campaign leaders to renew and solicit gifts to the college.
- Assists in scheduling appointments with donors and in planning campus visits.
- Works with students and alumni for cultivation of future giving through events, communication and outreach.
- Develops annual fund materials, updates web page copy, manages donor honor rolls and prepares proposals.
- Assists the development of the college's prospect identification and management process.
- Work with Grants office to provide grant writing assistance and research as needed.
- Trains and supports volunteers in solicitation of contacts.
- Provides assistance to Development Office staff, including centralized gift accounting, gift designation, gift acknowledgments, pledges, split gifts, matching gifts, billing for pledges, preparation of periodic reports, lists, mailing labels, oversight of hard and computer records, donor research, event planning and hosting for alumni and donors.

Requirements:

Bachelor's degree in related field, from a regionally accredited college or university. Demonstrated and increasingly more responsible experience in fundraising, marketing and/or proposal development and promotion. Must be able to work at all campus locations. Criminal history and other background checks will be required of the finalist candidate for the position. Satisfactory reference and background checks are a condition of employment.

Hours of Duty: 8:00 a.m. – 5:00 p.m., evening and weekends as necessary.

APPLICATION PROCESS: Submit an online application for this position by visiting the following web site: <http://virginiajobs.peopleadmin.com>. We will only accept applications through this site. Complete application

packages will include: an online application, cover letter, resume, transcripts, names of three professional references with current addresses and telephone numbers. Incomplete application packages will not be accepted. There is a 5 day minimum posting requirement. Faxed or e-mail applications will not be accepted