

C O L L E G E O F  
**SAINT MARY**

## **Annual Giving and Engagement Officer**

**Are you an experienced annual giving professional? Do you enjoy managing and executing events?** If so, you might be the perfect fit for position. This position is an integral part of the Alumni and Donor Relations team and manages the planning, orchestration and analysis of all direct mail appeals, phone-a-thon, community drive, Giving Day and all other appeals. The position is also responsible for managing all donor events, working in collaboration with the ADR team as well as other campus staff.

### **Our Ideal Candidate's Education and Experience Include:**

- Bachelor's Degree required.
- At least 2 years' work experience in a non-profit setting, or a sales support background with annual quotas, with preference given to a fundraising or higher education background preferred.

### **Responsibilities for This Position Include:**

- Oversees planning and execution of all annual giving activities.
- Manages all Alumni and Donor Relations reporting and data in the donor database.
- Responsible for planning and implementation of all events for the ADR department.
- Leads annual fund prospect management.
- Oversees portfolio management.
- Supports the alumni social media presence by creating and posting content that highlights alumni updates, campus news, and other activities.
- Works closely with the marketing department for all appeals and events.
- Responsible for a small portfolio of donors (25-40).
- Leads all efforts related to Homecoming, Founders Day, and any major donor events.
- Serves as primary contact with IT department in relation to data needs.
- Leads analysis for the Alumni & Donor Relations department.
- Brings recommendations to the ADR staff related to appeals, events, phone-a-thon and solicitation to optimize costs while encouraging growth in giving.
- Brings recommendations for discovery to solicitors.
- Oversees and is primary contact for the online giving platform.

### **Why You Want to Be on This Team:**

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

### **Application**

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Annual Giving and Engagement Officer](#)

*College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.*