



College of Saint Mary strives to create a safe, inclusive educational environment where every person's worth and dignity is valued and nurtured. Applicants representing diverse backgrounds and experiences are highly encouraged to apply.

## **Annual Giving Officer**

**Are you an enthusiastic, innovative, and dynamic development professional?** You might be a perfect fit for our Annual Giving Officer position. This position manages the planning, execution, and analysis of all annual giving efforts. This position is also responsible for a portfolio of donors.

### **Our Idea of a Perfect Candidate Is Someone Who:**

- Embraces a passion for CSM's mission and values and bring a people-centered approach to professional interactions and all activities.
- Has a high level of professionalism, efficiency, and superior communications skills

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

- Bachelor's Degree Required with a minimum of 3 years of professional experience.
- Prefer 3-5 years' work experience in a nonprofit setting, or a sales support background with annual quotas, with preference given to a fundraising or higher education background.

### **This Position Is Responsible For:**

- Oversees planning and execution of strategies and budgets related to Annual Giving activities.
- Coordinates the annual giving fall and spring phone-a-thon, CSM Community Drive and CSM Giving Day and all other annual giving efforts.
- Leads and executes Annual Appeal direct mailings.
- Brings recommendations to the ADR staff related to appeals, events, phone-a-thon, and solicitation to optimize costs while encouraging growth in giving.
- Oversees portfolio management with the other gift officers to maximize donor prospect potential
- Grow alumnae and donor giving through discovery, cultivation, and proactive solicitation.
- Ensure accurate and complete records for alumnae in the donor database. Track contact and correspondence activity within the database.

### **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 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.*