



TOUGALOO COLLEGE TOUGALOO, MISSISSIPPI 39174

NOTICE OF JOB OPENING

Director of Annual Fund Program

Position Summary: The Director of Annual Fund Program will be responsible for identifying prospects and utilizing a moves-management strategy with the Advancement Team. The individual appointed to this position, will provide oversight to the development of a strategic plan to advance the 1869 Annual Fund; coordinate a matrix of solicitation strategies (i.e., email, direct mail, phone/mail, social media, personal visitation and volunteer engagement) focused on sharing information about the College's progress with stakeholders; shaping a sustainable tradition of annual support; interfaces with the Director of Alumni Relations to ensure that the appropriate information is prepared and/or presented to alumni to facilitate their engagement with alumni reunion classes, chapters and the pre-alumni club, as well as, with the institution. This person will continuously improve or spearhead innovations in recognizing donors and ensure the preparation of pledge or year-end reports through Advancement Services. S/He must be able to work independently and manage multiple responsibilities. This position may require travel, including overnight, and a flexible work schedule based on activities calendared by the College.

Duties:

- Create an innovative and compelling solicitation strategy for the Annual Fund Program.
- Manage a significant portfolio of 150 prospects.
- Identify, qualify, cultivate, solicit, and steward assigned pool of managed prospects and collaborate with Prospect Researcher in Advancement Services to participate in moves-management discussions.
- Provide oversight of communications to alumni, faculty/staff, faith-based constituents, and friends of Tougaloo College.
- Oversee operations of the phonation activity, including supervising callers, establishing calling schedules, ensuring that calls are conducted properly and integration of a process to update contact information.
- Coordinate communication strategies (i.e., email, direct mail, phone/mail, social media, personal visitation and volunteer engagement) with the Director of Advancement Communications and Donor Relations focused on ensuring stakeholders that they are valued partners.
- Assist with programming that strategically involves the President, Vice President for Institutional Advancement and other campus leaders in a variety of donor cultivation programs and/or activities.
- Establish short and long-term goals for the Annual Fund Program.
- Create and manage a multidimensional schedule that utilizes a variety of mediums (e.g., electronic, or direct mail, and/or face-to-face) to communicate with friends of the College and to inform potential and current donors about current events, significant accomplishments, and other and other newsworthy items about Tougaloo.
- Coordinate and manage the legacy brick pavers' campaign including donor inscriptions, paver engravings and placement of pavers on an annual basis.
- Responsible for preparing weekly, monthly, and other relevant Annual Fund Program reports.
- Work collaboratively with Advancement Services to reconcile reports and develop custom reports.
- Provide regular program reports for the Vice President, students, faculty, and staff.
- Utilize Jenzabar to track visits, produce contact notes, and conduct appropriate follow-up with constituencies.

- Work closely with the Director of Advancement Services and prospect research on the recording and monitoring of gift processing and the maintenance of accurate alumni records in the database.
- Work collaboratively with the Director of Advancement Services and Donor Relations to coordinate appropriate communications, including stewardship of donors and prospects.
- Work with Director of Advancement Communications and Donor Relations to create a variety of new, engaging materials, as well as maintain web-based reports and/or donor recognitions; as a periodic “Alumni Spotlight” feature story.
- Attend Annual Fund committee meetings, along with on-campus and off-campus events as needed.
- Other duties as assigned

Required Knowledge, Skills, and Abilities:

- Candidate must hold a Bachelor’s degree and a minimum of three years of experience in a nonprofit environment, with a track record of success in the appropriate fields. Experience planning and executing a variety of engaging programs.
- Successful experience performing personal solicitations of annual fund gifts.
- A strong sense of fundraising ethics and practices, and respect for confidentiality.
- The ability to develop and execute long-range plans.
- A highly energetic and enthusiastic personality, with excellent interpersonal, problem-solving, and time-management skills.
- The ability to work both independently and as a team player.
- Proficiency with recordkeeping in the Jenzabar platform.
- Possess creative, and strategic and analytical problem-solving skills.
- Ability to work independently, manages time effectively, and makes sound and ethical decisions.
- Proven leadership and team building track record.
- Support the overall goals of Advancement by providing assistance to others in the department as the needs arise.
- Maintain contact with colleagues at other institutions to exchange ideas, as well as, remain abreast of emerging best practices in Annual Fund Programs.
- Exhibit teamwork, a positive "can do" attitude, and self-confidence.

Date of Position Opening:

August 18, 2023

Application Deadline:

Until position filled

Job Listings:

<https://www.tougaloo.edu/about-tougaloo-college/jobs>

****Email App/Resume/Cover Letter to: TougalooCareers@tougaloo.edu**

Physical Address:

**Tougaloo College
Attention: Director of Human
Resources 500 West County Line Road
Tougaloo, MS 39174**

ALL APPLICANTS WILL BE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, SEXUAL ORIENTATION, DISABILITY, CITIZENSHIP, VETERAN STATUS, GENETIC INFORMATION, GENDER IDENTITY, OR ANY OTHER LEGALLY PROTECTED STATUS. THE COLLEGE PROHIBITS SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.

TOUGALOO COLLEGE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER