Assistant Director of Annual Giving

Davidson College

Davidson College is a highly selective liberal arts college located 20 minutes north of Charlotte in Davidson, N.C. Since its establishment in 1837, the college has graduated 23 Rhodes Scholars and is consistently regarded as one of the top liberal arts colleges in the country.

The Assistant Director of Annual Giving is responsible for leading Class Ambassadors and reunion volunteers, student/young alumni philanthropy, direct solicitation, and portfolio management, and contributing to the overall operational annual giving strategy. Specific responsibilities include: meeting The Fund for Davidson’s dollar and participation goals primarily through managing volunteers, student philanthropy initiatives, and donor cultivation and solicitation events. This position manages the 5th, 10th and 15th Reunion class chairs and committees, and manages 150 donor prospects and volunteers through the stages of cultivation, solicitation and stewardship. This person is responsible for completing 50-75 meaningful interactions annually (virtual and/or in-person) with assigned prospects and collaborates closely with the Office of Alumni and Family Engagement. This position reports to the Director of Annual Giving.

Minimum Qualifications:

* Bachelor's degree (experience will be considered in lieu of a Bachelor's degree)
* Minimum 1 year of development or related experience

Desired Qualifications:

* The ideal candidate will have experience in higher education, fundraising, alumni and/or constituent relations, volunteer management, public relations, nonprofit administration and/or related fields.
* High degree of personal initiative.
* Flexibility and adaptability, especially in working collaboratively as part of a team.
* Strong desire and ability to work effectively with persons from diverse generational, religious, racial, ethnic, sexual orientation, gender identity, ability and cultural backgrounds.

To apply for this position please visit the Davidson website and search for position number 494053 at: <http://employment.davidson.edu/>

*At Davidson College, we believe the college grows stronger by recruiting and retaining a diverse faculty and staff committed to building an inclusive community. In order to achieve and sustain educational excellence, we seek to hire talented faculty and staff across the intersections of diverse races, ethnicities, religions, sexual orientations, gender identities, ages, socio-economic backgrounds, political perspectives, abilities, cultures, and national origins.*