

INDIANA UNIVERSITY FOUNDATION JOB DESCRIPTION

GENERAL SUMMARY

The Development Officer, Leadership Annual Gifts will collaborate with members of the Office of Special Gift and Annual Giving Programs staff to solicit leadership annual gifts from donors and prospects. This position will solicit gifts and work on behalf of The 1820 Society, Class Campaign, Parents Fund and Well House Society as well as units, schools and campuses of Indiana University. The incumbent will communicate the goals of Indiana University to alumni and friends through face to face personal solicitation visits. The successful candidate must be comfortable soliciting donors and friends of Indiana University for leadership (\$1,000+) annual fund gifts. Significant travel is required as most of the time will be spent outside the office visiting with donors.

ESSENTIAL FUNCTIONS

Critical features of this job are described below. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Establish oneself as a knowledgeable staff member by:

- learning the IUF mission and being knowledgeable about the IUF business and, in particular, the department's responsibilities to that mission
- learning about the development programs and personnel in every school and/or department and on each of the regional campuses

Actively cultivate, solicit and steward high end annual fund prospects and donors by:

- Researching prospects
- Conducting, at a minimum, 180+ solicitation visits annually with prospects
- Effectively communicating results of prospect visits to appropriate personnel, such as other development staff
- Utilizing IUF databases Affinity and Benefactor to document historical records and communications with donors and prospects
- Conducting ongoing stewardship activities to further enhance the relationship between donors and Indiana University/IUF

Communicate the impact and successes of the annual fund by:

- Maintaining consistent and meaningful contact with prospects and high end donors to the Annual Fund
- Preparing statistical reports for IU/IUF Staff as needed

Enhance departmental performance standards by:

- performing as a team player
- maintaining a level of reliability that generates stability to the department
- meeting or exceeding established department performance standards
- fostering a spirit of cooperation

Contribute to departmental efficiency by:

- understanding and effectively communicating departmental policy and procedures
- clearly communicating concerns and questions to supervisor and staff
- soliciting guidance from supervisor and co-workers when uncertainty arises
- conveying thoughts to supervisor on improving departmental performance

Approach each situation with a professional attitude by:

- exercising good judgment in discussing issue and results
- maintaining composure and calm demeanor when situations become difficult

- respecting the need for confidentiality of IUF donors and colleagues

Perform other duties incidental to the work described herein.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

- 1-3 years fundraising experience
- Excellent oral and written communication skills
- Interpersonal skills and judgement suitable for exercising appropriate discretion and demeanor when dealing with employees, Board members and members of the public
- Must be able to exercise extreme good judgment in the handling of confidential information
- Demonstrated ability to use current computer technology, such as Windows, Excel, Word, Access, etc.
- Broad knowledge of the university's academic program

EDUCATION:

Bachelor's degree required

Related work experience highly desirable

MENTAL DEMANDS:

Detailed work, interruptions and deadlines commensurate with a very busy professional office.

PHYSICAL DEMANDS:

Requires very little physical effort. Long periods of sitting in front of computer terminal or on the phone may occur. Frequent travel required.

WORKING CONDITIONS:

Typical office working conditions. Absence of disagreeable elements.

Approval:

Supervisor/Date: _____ **HR/Date:** _____