

The University of South Dakota Foundation

Job Description

Job Title: Annual Giving Officer
Reports To: Director of Annual Giving

Prepared By: Erin Allen
Approved By:

Prepared Date:
Approved Date:

JOB PURPOSE:

The Annual Giving Officer is responsible managing prospects in an assigned territory for the Promise Plus scholarship program. The Annual Giving Officer is responsible for donor identification, cultivation, solicitation, and stewardship of four year pledges totaling \$4,000 to \$8,000 or more.

ESSENTIAL JOB FUNCTIONS AND PERCENTAGE OF TIME REQUIRED:

% of
Time

- 80% Meet with prospects within the assigned territory to solicit gifts for the Promise Plus program.
- 15% Plan visits and do necessary follow-up, participate in Foundation and University activities to establish and maintain collaborative relationships and to represent the organization to constituents.
- 5% Perform other duties as assigned by the Director of Annual Giving.

KEY RELATIONSHIPS:

The Annual Giving Officer works closely with all members of the annual giving staff, fundraising staff, members and officers of the Foundation, and University administrators.

QUALIFICATIONS:

The preferred candidate has two years of relevant work experience with demonstrated ability to manage a large number of prospective donors resulting in significant increased gifts. A high level of personal motivation is required.

EDUCATION REQUIRED:

A bachelor's degree from an accredited college or university.

SKILLS AND ABILITIES REQUIRED:

- Excellent oral, written, and interpersonal communication skills.
- Travel required; a good driving record, valid driver's license required. Local and overnight travel is necessary. (Approximately 80% of time)
- Careful attention to detail.

- The ability to work efficiently with minimum supervision, to deal with the public in a professional manner and to communicate clearly and accurately is required.
- Ability to relate to a wide variety of constituents.
- Ability to meet fundraising goals.
- Working knowledge of personal computer and programs.

WORKING CONDITIONS:

The Annual Giving Officer should expect evening and weekend work and to function well in an office environment.