

## **Campus Director of Alumni Affairs and Annual Fund**

Webber International University has an immediate opening for a Campus (Babson Park, Florida) Director of Alumni Affairs and Annual Fund.

### **About the University**

Established in 1927 by Roger Babson as the first college chartered under Florida's then new charitable and educational laws, and one of the first schools of business for women in the nation, Webber International University now educates men and women from over 50 different nations. Degrees are offered at the associate's, bachelor's, and master's level through traditional day and entirely on-line formats. Joining Webber as a branch campus in 2011, St. Andrews University (Laurinburg, NC) is a comprehensive liberal arts school its roots back to 1896. The University features highly qualified faculty, highly engaged staff, small class size, and a wide array of intercollegiate sports and other extracurricular activities. The University has been recognized as a US News and World Reports Best Regional Colleges: South, a Princeton Review Best Southeastern College, and has earned Peterson's top marks for academics, value and community. The University is accredited by the Southern Association of Colleges and Schools Commission on Colleges, and numerous programs have earned additional programmatic accreditations.

Located in Babson Park, Florida (just south of Lake Wales and an hour's drive from either Tampa or Orlando) Webber is a collegial, supportive campus.

Consistent with our mission of educating the leaders of tomorrow, Webber International University is an equal opportunity employer.

### **About the Position**

We are seeking a dynamic Director of Alumni Affairs and Annual Fund, with proven success in a college or university development office, to lead and significantly expand our development program and alumni engagement.

This position reports directly to the President & CEO and is responsible for the design, implementation and execution -- largely individually but coordinating some efforts through student assistants -- of all aspects of our fund development and alumni programs.

While this is largely a hands-on position which will require both planning and doing, for the right candidate tremendous professional and career growth, commensurate with demonstrated development success, is possible.

### **Major Job Responsibilities**

While not a comprehensive listing of responsibilities and expectations, the following are major responsibilities of this position.

#### **Annual Fund:**

- Develop an annual fundraising plan as part of an overall strategic plan promoting the university's growth.
- Develop an intermediate term plan specifying fundraising goals, timelines and opportunities for special appeals, major gifts, and annual campaigns.
- Devise and implement strategies that recruit new donors to the annual campaign and inspire current donors to the next level of giving.

#### Major Gifts Program:

- Design and implement strategies to steward current donors and design and implement strategies to increase the number of donors who regularly make a major gift, (\$1,000 or more).
- Provide support to the President in the cultivation and solicitation of donors.
- Produce appeals and coordinate cultivation strategies and outreach events to prospective donors throughout the year.

#### Gift Recording and Acknowledgement:

- Assure the proper recording, tracking and reporting of gifts from major donors.
- Maintain accurate and current data files, including giving histories, profiles and interactions.

Messaging: Maintain primary responsibility for developing the messages, materials and explanations of our work used in all of the development and alumni campaigns.

#### Alumni Affairs:

- Work closely with individual alumni and alumni groups arranging meetings and developing and cultivating strong and productive relationships between alumni and leadership.
- Plan, implement and promote alumni events.
- Ensure accurate and complete alumni database records.
- Maintain regular communication with alumni via direct contact, email blasts, alumni web pages, and print publications.
- Produce, with assistance of outside partner, semi-annual Alumni Newsletter.
- Educate graduating students on benefits of alumni association.

#### Other:

- Plan, produce and coordinate occasional special events.
- Attend local community events (including after-hours events).

#### Minimum Qualifications

- Bachelor's degree from regionally accredited college or university.
- At least three years experience, and proven success, in a college or university fundraising environment.
- Broad understanding of multi-faceted campaign planning, implementation and management.
- Strong interpersonal skills.

- Creativity, results-orientation, initiative, willingness to learn and ability to manage an aggressive schedule, working beyond 8-5 as needed.
- Demonstrated leadership skills and ability to motivate others and work well with colleagues.
- Excellent written and verbal communication skills with experience developing successful written donor communications and marketing materials. Exceptional command of grammar and other elements of standard written English is a non-negotiable.
- Excellent organization skills; detail orientation with strong follow-through and the ability to meet tight deadlines.
- Computer proficiency, including list/database management.
- Ability to work sometimes long and/or irregular hours, including occasional nights, weekends, and holidays.
- Ability to engage in minimal travel including rare overnight travel.
- Ability to pass a stringent background check.
- Valid driving license and clean driving record (must be able to drive company vehicle, which requires strict insurance underwriting).

Because living the story facilitates telling the story, alumni are strongly encouraged to apply.

### **Compensation**

Webber's pay is competitive with that at other small, not-for-profit, tuition driven affordable colleges, as is our benefit package.

### **To Apply**

For immediate consideration, send a cover letter, resume, and three professional references by email *in a single PDF (we will not open other formats)* to WadeHK@webber.edu with "Director Alumni Affairs and Annual Fund" as the subject line. *No phone calls, please.* We neither pay recruiting or placement firms nor do we wish to be contacted about advertising opportunities.