

OLIVET COLLEGE

ASSISTANT DIRECTOR OF ANNUAL GIVING

Olivet College invites applications for the position of Assistant Director of Annual Giving within the college's Office of Institutional Advancement.

About Olivet College:

Since Olivet College's inception in 1844, its founders and leaders have believed an education should be available to anyone regardless of gender, race or financial means. The basis of Olivet's guiding principle was established by the founders when they wrote, "We wish simply to do good to our students, by placing in their hands the means of intellectual, moral and spiritual improvement, and to teach them the divine art and science of doing good to others."

In January 2012 Olivet launched its current strategic plan, Charting the Course for 2020 and Beyond, providing an inspirational vision and guide for its future while maintaining strong roots to its heritage. To support the full implementation of the 2020 Strategic Plan Olivet has recently initiated a \$42 million comprehensive campaign, the largest undertaking in the college's history. Expanding the Annual Giving Team is a key step to ensure the college's ultimate success. The Assistant Director of Annual Giving will play a key role throughout the campaign and beyond and will have an opportunity for great success and significant personal growth and development.

Olivet College is located in south central Michigan in the town of Olivet. Olivet is a close-knit, rural community offering quiet streets and natural surroundings, yet is not more than 30 minutes from the larger cities of Lansing and Battle Creek. Both are small enough to be friendly and large enough to boast many of the big city amenities. The region offers numerous high quality school districts and an affordable and stable cost of living. The greater region offers an abundance of beaches along one the most beautiful lakes in the world (Lake Michigan), state campgrounds and wooded adventures, and art and cultural opportunities ranging from outdoor sculpture to opera, all within easy driving distance.

Function:

The Assistant Director of Annual Giving works collaboratively with the Director of Annual Giving & Donor Services in creating, managing and implementing a successful annual giving program. The Assistant Director coordinates and manages projects within the annual giving program, including direct mail, digital and web-based channels and telemarketing to raise funds for college programs. The position, in collaboration with annual giving and department colleagues, will develop and oversee strategies for philanthropic education, increasing gift participation, retention and reacquisition and increasing overall giving.

Responsibilities:

- Assists with the development of an integrated annual giving communications plan that is aligned with the objectives of Olivet College and achieves the participation and dollar goals of the annual giving team.
- Serves as project manager on various solicitation and stewardship efforts through all channels.
- Oversees the daily activities of the student phonathon program, performs/assists with the hiring and training of the student staff; schedules calling segments, pledge reminders, and tracks pledge fulfillment and student staff performance to maximize efficiency.

- Assists with implementation, development and oversight of crowdfunding platforms.
- Assists with drafting and editing of annual giving communications as needed for all channels.
- Works with internal and external partners to create dynamic messages that will connect with alumni, parents and friends of the college.
- Participates in department events such as Homecoming, Leadership Awards Dinner and others as appropriate.
- Works collaboratively with other members of the advancement office, providing assistance and input as needed, and communicating frequently to ensure projects, events and activities do not conflict.
- Researches and stays up-to-date on trends of higher education advancement, annual giving, and philanthropy; suggests new initiatives to improve annual giving outcomes.
- Assists Director with long term and annual strategic planning, goal setting and assessment.
- Helps respond to donors and colleagues and provide assistance when needed.
- Other duties as assigned.

Qualifications:

- Bachelor's degree in a related field required.
- 1-3 years of fundraising experience, and/or related experience in communications and marketing or philanthropy that would prepare a person for this role.
- Enthusiasm for fundraising and appreciation of small, liberal arts colleges.
- Ability to work under pressure, meet deadlines and manage multiple priorities.
- Basic understanding of higher education advancement and development, annual giving, and alumni relations.
- Ability to effectively plan, implement and monitor programs.
- Ability to work collaboratively with advancement staff and other campus partners.
- Excellent problem solving skills.
- Organizational skills, attention to details, and ability to assume responsibility for completing projects efficiently.
- Excellent oral and written communication skills and ability to communicate with a diverse campus community.
- Self-motivated with the ability to work under limited supervision and create new strategies to achieve fundraising goals.
- Ability to develop a rapport with a wide variety of donors, alumni, potential donors and students.

Working Conditions:

Work is normally performed in an office environment during normal business hours, but may require limited evening and weekend work, as well as light lifting, particularly during management of the phonathon and advancement events.

Hazards:

Mainly those present in a normal office setting; no known hazards.

Compensation:

Olivet College is a professional liberal arts college offering employees career opportunities built around growth and development, team spirit, work/life balance, competitive salaries and a comprehensive benefits package. An attractive and competitive salary/benefits package commensurate with experience will be offered to the right candidate.

We encourage you to forward the announcement of this career opportunity to others who may be interested.

Applications will be accepted until the position is filled, but to guarantee full consideration please apply before Friday, November 11, 2016. Electronic submissions are encouraged and are requested in pdf format. To apply, submit a letter of application, resume, and names and contact information for three references to:

Carol Flanigan
Senior Director of Annual Giving and Donor Services
cflanigan@olivetcollege.edu