Saint Michael's College
Job Description

Job Title: Associate Director for Special Gifts

Department: Institutional Advancement

Supervisor or Manager: Associate VP for Alumni Relations and Development

Date Created: 4/06/05 Last Revised: 4/06/05 FLSA Status: NE

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- Special gifts of $10,000 or more are solicited and secured for Saint Michael's College
- IA targets are met for Medallion membership (annual gift of $1,000 or more) and Saint Michael's Fund goals (alumni participation and cash flow objectives)
- A specific caseload of special gift prospects, alumni, parents and friends is managed to bring them closer to Saint Michael's College and to strengthen all connections to the College, including those connections with each other
- The mission of the College is well understood, articulated in an eloquent and compelling way and reflected in all manners of job duties including visits, events, phone calls, personal correspondence, and proposals
- The SMC mission is effectively promoted and the IA mission is supported to build life-long relationships with alumni, parents and friends, and to engage alumni and friends of the College as active volunteers and benefactors
- IA policies are adhered to regarding confidentiality of prospect information and database integrity

Essential Duties and Responsibilities:
- Conducts 15 off-campus visits per month, to qualify (1/3), cultivate, solicit (1/3) and steward (1/3) the calls
- Adds new prospects to pipeline, indicating readiness for solicitation and gift designation
- Identifies top 10 prospects and brings for review/discussion at prospect strategy meetings with the President
- Follows up on all visits with comprehensive action and assigns proper rating to each person for future placement in pipeline or removal from pool
- Records all activities with constituents in detail on Benefactor system, reporting any changes in biographic information to other team members
- Contributes to Institutional Advancement team activities such as Commencement, Homecoming and Reunion
- Stewards all constituents in a thoughtful and personal way, including thank you notes for certain gifts, personalized birthday cards, and other individual outreach at special times of their life
- Participates in regularly scheduled IA prospect strategy meetings

Secondary Responsibilities:
- Performs other duties as assigned

Positions Supervised:
- Work-study students

Major Contacts:
- Alumni
- Parents
- Friends of the College
- All IA team members
- President of the College
- Admission Counselors
Demonstrates Excellence:
• Shows a steadfast commitment to participating as a member of a fully integrated outreach and development team
• Possesses exceptional interpersonal skills and comfort dealing with a wide range of personalities
• Displays excellent oral and written communication skills, with a keen ability to articulate the mission and vision, and an abiding belief in the mission of Catholic higher education
• Performs beyond standards of 15 off-campus visits each month and adheres closely to pipeline dollar goals, which are met through careful and thoughtful travel plans and carefully timed proposals for special gifts
• Crafts proposals with special individual attention to each person and gift, treating it as a fluid process that requires flexibility with each situation
• Meets and exceeds targets for resource development that are set annually
• Possesses strong initiative, is highly self-motivated and has the ability to effectively handle problems as they occur, following through on all aspects of the position with strong professional ethics, discretion, and judgment

Education and Work Experience:
• Bachelor’s degree or equivalent combination of education and experience
• 3-5 years proven experience in individual donor work preferably in higher education, or experience in sales, teaching, or related areas
• Record of accomplishment that demonstrates successfully closing gifts at increasingly high levels
• Experience in higher education and within development desired
• Campaign experience is a plus

Analytic Skills:
• The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

Language and Literacy Skills:
• Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.

Computer/Technology Skills:
Microsoft Word ___None ___working knowledge ___intermediate _x_ highly proficient
Microsoft Excel ___None _x_working knowledge ___intermediate ___highly proficient
Microsoft Publisher ___None _x_working knowledge ___intermediate ___highly proficient
Microsoft Powerpoint ___None _x_working knowledge ___intermediate ___highly proficient
Microsoft Outlook ___None _x_working knowledge ___intermediate ___highly proficient
Adobe Photoshop ___None _x_working knowledge ___intermediate ___highly proficient
Adobe Acrobat ___None _x_working knowledge ___intermediate ___highly proficient
Quark ___None _x_working knowledge ___intermediate ___highly proficient
Datatel ___None _x_working knowledge ___intermediate ___highly proficient
Internet Research ___None _x_working knowledge ___intermediate ___highly proficient

Licenses, Certifications and Other Requirements:
• Must meet driver’s eligibility requirements as stated in the Saint Michael’s College Vehicle Use Policy

Physical Demands:
Work is often performed in a typical office environment requiring:
• Sitting in a normal seated position for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
• Hearing sufficient to hear within normal range
while performing the duties of associate director for special gifts, the employee must occasionally lift and/or move 26-50 pounds.

the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

additional requirements for the job:
- availability for significant travel and willingness to work the hours necessary beyond the regular schedule to complete job responsibilities in a professional and thorough manner
- capability to be a self-starter with high energy, an aggressive work ethic, and willingness to develop creative individual plans to bring someone closer to the college
- ability and willingness to work evenings, weekends, extended hours in order to accomplish work as defined
- capacity to assist in staffing reunion and homecoming weekends, and participate at commencement, convocations and other college events as defined by supervisor and responsibilities of this position

the above job description in no way states or implies that these duties are the only duties performed by this employee. the incumbent is expected to perform other related duties necessary for the effective operation of the college.