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:
- Serve as a leader and role model in carrying out the mission of Saint Michael's College and Institutional Advancement.
- Serve as a member of the Institutional Advancement management team to assist with departmental goal setting, organizational planning, and the achievement of departmental goals. This position is a senior development management position.
- Supervise Annual Fund team.
- Plan, coordinate, and manage the Saint Michael's College annual fund effort to achieve increasingly significant support from alumni, parents, and friends of the College.
- Utilizes a strategic planning approach to initiate, coordinate, and evaluate fundraising activities; provides guidance to various individuals relative to College fundraising activities.
- Assists with prospect identification, solicitation, and stewardship activities to individuals, corporations, and foundations.
- Initiates and coordinates effective marketing activities to meet specific fundraising goals.
- Establishes and implements short- and long-range organizational goals, objectives, policies, and operating procedures; monitors and evaluates operational effectiveness; effects changes required for improvement.
- Adherence to IA policies regarding confidentiality of prospect information and data base integrity.
- Commitment to participating as a member of a fully integrated outreach and development team.

Essential Duties and Responsibilities:
- Be a strong contributing member of the Institutional Advancement management team; work in concert with others in Institutional Advancement for the overall success of the advancement program.
- Plan and manage the Annual Giving operating budget.
- Have ultimate responsibility for donor solicitation pieces and assure they are published on a timely basis.
- Assure the confidentiality and security of Advancement files, both paper and electronic.
- On an ongoing basis, evaluate, propose and help implement methods to improve donor relations and collection of funds to increase revenues to Saint Michael's College.
- Be available to donors to answer questions and provide information about pledges and previous gifts and giving histories; interpret donor requests and mediate in the College’s interests.
- Train and mentor Annual Giving staff in effective development and relationship building strategies and techniques.
- Serve as liaison between Institutional Advancement and departments regarding special fundraising requests/projects, as assigned by Vice President for Institutional Advancement
- Attend conferences (Benefactor and others), be involved in professional networks, and remain current in data management and other relevant trends and techniques.
- Create and implement a strategic plan for Annual Giving
- Assist staff in the planning of all Annual Giving programs targeting alumni, parents, students and friends; monitor and evaluate these programs.
- Oversee Parent Fund segment of the Saint Michael’s Fund.
- Oversee the recruitment of reunion co-chairs, class agents and their committees.
Saint Michael's College
Job Description
Job Title: Director of Annual Giving

- Produce an annual appeal to all Saint Michael’s College employees.
- Be aggressive in identifying new leadership annual and special gift prospects as they emerge within the annual giving pools; notify Prospect Clearing Committee of these prospects on a timely basis.
- Advance a strong matching corporate giving program.
- Recruit, motivate and manage volunteers for leadership and regional giving efforts.
- Perform other duties as requested by the Vice President for Institutional Advancement.

**Secondary Responsibilities:**
- Assist staff with computer problems.
- Serve on campus committees as assigned

**Positions Supervised:**
- Assistant Director for the Saint Michael's Fund – 2
- Administrative Assistant – 1

**Major Contacts:**
- Current parents
- Parents of alumni
- Alumni
- IA staff
- Campus Offices as appropriate

**Demonstrates Excellence:**
- Shows a steadfast commitment to participating as a member of a fully integrated outreach and development team
- Represents the College in a consistently positive light and truly enjoys working with the public
- Understands the unique perspective that parents have regarding higher education and is sensitive to the significant investment and impact that the cost of higher education has on families
- Monitors media about trends in higher education as they relate to the economy and the role parents play
- Keeps up on outside reading on relationships between parents and children
- Gathers knowledge about the history of the College and is proactive about staying up-to-date on recent campus activities
- Spends as many hours as needed on the telephone making calls in order to meet or exceed travel goals
- Provides regular opportunities to close major gifts from parents while maintaining their support for the Saint Michael’s Fund
- Maintains a professional appearance, exudes a positive outlook and be willing to accept challenges and changes

**Education and Work Experience:**
- Bachelor’s degree
- 3-5 years experience in fundraising, sales, non-profits or higher education 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:

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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
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Director of Annual Giving the employee must occasionally lift and/or move up to 10 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 overnight travel up to 2 consecutive nights
- Willingness to work the hours necessary beyond the regular schedule to complete job responsibilities, 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.