

## Job Description

<b>Title:</b>	Leadership Annual Giving Officer		
<b>Manager:</b>	Executive Director of Leadership Annual Giving		
<b>Job Classification:</b>	Full Time - Salary Exempt		
<b>Location:</b>	Vermillion/Sioux Falls	<b>Travel:</b>	50%

## Mission

Inspire investment in the University of South Dakota by promoting a culture of leadership, empowerment, and accountability.

## Vision

Life-long engagement of alumni to advance the University of South Dakota.

## Values

- Y Humility:** not thinking less of yourself but thinking of yourself less.
- O Collaboration:** to be cooperative and work well with others.
- T Innovation:** combining creativity and risk-taking to develop something new and different.
- E Respect:** believing other people, no matter how different from you, are worthy of your consideration and trust.
- S Service:** a focus on enriching the lives of others.

## Position Summary

Under the general supervision of the Executive Director of Leadership Annual Giving, this position works to cultivate, solicit, and steward donors at the \$1000+ level to increase philanthropic financial support of the University of South Dakota. This position will engage donors through traditional fundraising methods while also utilizing other methods of engagement, (i.e. video, social media, and text messages). This position will work in collaboration with teams across the organization to achieve the goals and deliverables of the organization.

## Essential Duties and Responsibilities

- Discovery work to uncover qualified/disqualified major gift donors, long-term engagement of annual donors, and obtain new annual donors of \$1000+.
- Conduct visits to uncover inclination, capacity, and readiness, and curate next steps for follow-up.
- Implements and executes strategies for identifying, engaging, and successfully soliciting individuals for gifts to support the University with an emphasis on soliciting gifts at the leadership annual giving level.
- Manages a portfolio of prospects through an active schedule of solicitation, engagement, and stewardship calls and in-person or virtual visits to donors and new prospects.
- Partner with members of the USDF team to determine strategies and action steps needed to identify and develop leadership annual giving donors.
- High volume of daily touchpoints (email, phone calls, social media) to help identify and keep engaged leadership-level donors.
- Develop and implement prospect-specific strategies (inclusive of traditional and digital tactics) for cultivating and soliciting leadership annual giving prospects for core support, along with other programs and projects.
- Works closely with USDF partners to strategize, develop, and implement a comprehensive multi-year, annual giving fundraising plan.
- Partner in overall engagement strategy execution through the integration of annual giving, marketing, and stewardship.
- Maintains information on assigned constituents and prospects including contact reports in the constituent database system.
- Travel required.
- Other duties as assigned.

## Required Skills and Abilities

- Excellent written, and verbal communication skills, and active listening skills with strong attention to detail.
- Excellent organizational and interpersonal skills, including the ability to manage multiple projects, meet deadlines and work in a fast-paced environment.
- Strong strategic thinking with the ability to plan, execute, and follow through.
- Proficient in Microsoft Office Suite or similar software.
- Proficiency in using multiple social media networks including Facebook, LinkedIn, Instagram, and Twitter.
- Skills associated with basic video creation and editing.

## **Minimum Qualifications**

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- Bachelor's degree in Communications, Marketing, Business Administration, or another related field required.
- Experience in fundraising, business development, marketing or communications preferred. Industry experience in a nonprofit or higher education is a plus. experience.
- Valid driver's license and safe driving record.

## **Physical Requirements**

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Position requires sitting, standing bending, reaching, and some lifting. Requires manual dexterity enough to operate standard office machines such as computers, telephones, and other office and clerical equipment. A normal range of hearing and vision is required.

This position can be based out of the office or a hybrid setting while noting the travel required of the position. This position is not eligible for remote work outside the greater Vermillion and Sioux Falls communities.

## **Employee Statement of Understanding**

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*The information contained herein is not intended to be an exhaustive list of duties and responsibilities related to this position, nor is it intended to serve as an exhaustive list of required skills and abilities. Duties and responsibilities may be modified, assigned, or reassigned, with or without notice, and for any reason, including, but not limited to, reasonably accommodate individuals with disabilities. Regular attendance is a requirement of this position. This position is strictly at-will, meaning the University of South Dakota Foundation expressly reserves the right to terminate employment at any time, with or without reason, notice, or cause. This at-will employment relationship will remain in full force and effect notwithstanding any changes that may occur in position, title, pay, or other terms or conditions of employment. The University of South Dakota Foundation is an Equal Opportunity Employee.*