Associate Director of Annual Giving

Department: Office of Advancement

Position Summary: Responsible for developing and implementing strategies to meet the annual fundraising goals for North Park University and Seminary as well as building and strengthening relationships with alumni, friends and donors of the University and Seminary.

Essential Responsibilities:

- Establish an annual plan for all cultivation, solicitation and stewardship strategies for individual donors, corporations, and foundations; implement strategies on time, such that development goals can be met.
- Direct and execute all direct mail, phone, and email solicitations;
- Track, analyze, and report solicitation performance, campaign performance, and other relevant fundraising metrics
- Oversee annual giving fundraising, including giving societies as part of an annual strategic plan to solicit prospects in coordination with Major Gifts and Stewardship.
- Develop and execute strategic plan and operations for Blue & Gold Day, the University’s Annual Day of Giving. Leadership and coordination with Advancement team, students, and other University partners.
- In coordination with the Director of Sponsored Projects, identify foundation and corporate prospects and manage grant requests that can be created outside the purview of the Provost’s office. Act as the primary contact point for such organizations; liaise with faculty as needed to research and submit grant proposals.
- Coordinate with the Director of Advancement Services for database maintenance, reports, queries, mailing lists, and data needs.
- Create, distribute, and occasionally present progress reports to Board of Trustees (BOT), BOT Advancement Committee, Senior Leadership Team, and Advancement team.
- Coordinate with the Stewardship Manager in the cultivation, solicitation, and stewardship of segmented groups of prospects and donors.
- Evaluate, provide input, and develop strategy for the University Phonathon program.
Serve as a liaison to internal and external contacts including University Marketing & Communications, Seminary, Business Office, direct mail vendors, and other external partners.

Essential Qualifications:

- Bachelor's degree required; advanced degree preferred
- Five years experience in non-profit development, with preference for higher education.
- Excellent interpersonal, communication (written/oral), management, and leadership skills.
- Ability to manage details with accuracy; strong organizational skills.
- Strong commitment to meet quantitative and qualitative goals.
- Strong experience using Raiser’s Edge or Raiser’s Edge NXT (preferred) or similar constituent database.
- Strong technical orientation and experience producing data queries, metrics, analytical reports.
- Literacy in Microsoft suite products
- Personal commitment to and ability to effectively support and articulate North Park’s mission and philosophy of Christian higher education.

NOTE: Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.