ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of Annual Giving, Reunion Programs

DEPARTMENT: The School of Law, Development and University Relations, Lincoln Center

POSITION SUMMARY: Reporting to the Director of Annual Giving, the Assistant Director of Annual Giving, Reunion Programs seeks to increase participation of alumni giving and involvement of reunion alumni. Working closely with the Director of Annual Giving, the Assistant Director will implement strategies that foster the engagement of reunion alumni with the ultimate goal of meeting reunion contributions and participation goals. The Assistant Director will oversee all aspects of the reunion annual giving program, including but not limited to the solicitation of reunion alumni at the $1,000+ level, reunion volunteer management, and creation of direct mail pieces specifically targeting reunion alumni.

RESPONSIBILITIES:
- Set strategy and manage day-to-day operations of the reunion giving program.
- Lead fundraising activity for the 11 Reunion classes, celebrating their 1st-50th Reunions, and identifies and prioritizes the solicitation of leadership donors.
- Build and maintain a portfolio of 150-200 of annual giving prospects. Maintain frequent attendance with donors through visits, correspondence, and telephone calls, with the ultimate goal of soliciting annual gifts of $2,500+ or $12,500+ multi-year commitments. Encourage their attendance at key events throughout the year.
- Complete 125+ solicitation and stewardship visits annually with current and prospective donors; solicit a minimum of $1,000,000 in new gifts and multi-year commitments for the Law School’s Annual Giving priorities, while closing $500,000 in new gifts and commitments.
- Work with the Director of Annual Giving to implement an annual outreach strategy for reunion alumni around the Development team’s signature fundraising efforts (calendar year end, fiscal year end, Giving Day, etc.).
- Recruit and manage reunion committee volunteers, acting as their liaison to the Development Office, providing all materials needed for peer-to-peer fundraising, reports, etc., and leading all communications and conference calls for volunteers.
- Support the Law School’s Gift Officers in the engagement, solicitation, and stewardship of their Reunion prospects. Provides regular, accurate reporting on Gift Officers’ Reunion prospects.
- Manage Law School Reunion website (Jadu).
- Work collaboratively and strategically with other members of the Advancement team and other School/University units to promote alumni involvement with Fordham Law as ambassadors, friends, and donors.
- Participate in Advancement activities and events, including dinners, receptions, and alumni campus visits.
- Perform other duties as required or assigned.

QUALIFICATIONS:
- Bachelor’s Degree preferred; or, in lieu of a degree, minimum 5 years’ experience in development or related field, preferably in a higher education setting.
- Preferred 3 years of progressively successful experience in frontline fundraising and development.
- Demonstrate keen understanding of annual giving strategies, constituencies, methods, metrics, and best practices preferably in a higher education setting.
- Communicate effectively both written and orally with the intended audience.
- Ability to organize, prioritize and complete multiple projects simultaneously with close attention to detail; meet deadlines and work in a fast-paced environment.
- Ability to foster strong collaborative relationships at all levels of a complex organization and professionally interact with all levels of students, staff, faculty, and outside groups.
• Ability to work collaboratively with colleagues in a team environment; an ability and willingness to quickly learn both the Law School's and University's history, mission, demographics, faculty, current programs, and departments, as well as University culture.

• Must be comfortable with using personal computers, tablets, and software programs for retrieving, organizing, researching, and presenting appropriate donor/prospect information; proficiency with MS Office Suite (advanced Excel experience preferred); experience with Banner or Ellucian a plus.

• Must be available to work some evenings and weekends.

**SALARY:** Commensurate with experience  
**FLSA CATEGORY:** Exempt  
**START DATE:** ASAP  
**SEND LETTER AND RESUME TO:** Nancy Totino, ntotino@fordham.edu

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