ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director of the Fordham Fund (Parent Giving)

DEPARTMENT: Development and University Relations, Lincoln Center

POSITION SUMMARY: The Assistant Director of the Fordham Fund is part of a dynamic team of development professionals working in a collaborative environment within the centralized Department of Development and University Relations at Fordham University.

RESPONSIBILITIES:
- Strengthen the University’s relationship with Fordham parents
- Recruit and manage volunteers and support the Parent Leadership Council.
- Assist in developing and executing marketing plans for the parent constituency.
- Personally thank parent donors at the annual giving level and cultivate, solicit and/or steward prospects at the President’s Club level.
- Proofread marketing pieces, pull marketing lists from Fordham Advance (CRM), enter contact reports, update biographical data, research prospective donors, assist in analyzing marketing results, appeal effectiveness, event attendance, etc.

QUALIFICATIONS:
- A bachelor’s degree or advanced degree preferred; or in lieu of a degree, minimum of 4 years’ experience in volunteer leadership, fundraising, and event planning.
- Be familiar with the vehicles of giving (direct mail, phone, email and crowd funding) and possess the interpersonal skills and confidence necessary to engage in face-to-face solicitations.
- Have a minimum of two years of experience, preferably in an academic environment.
- Must be organized and detail-oriented.
- Must be a team player, able to work collaboratively with colleagues within Development and University Relations and the University at large.
- Excellent written and oral communication skills are expected.
- Acquaintance with complex organizations and/or universities is a plus.
- Fluency with Office and computerized development databases is desirable.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: March 1, 2020

SEND LETTER AND RESUME TO: developmentjobs@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds. Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories.