
Job Title	Annual Giving Officer
PVN ID	BA-1805-002498
Category	Administrative Services
Location	BARUCH COLLEGE
Department	Office of College Advancement
Status	Full Time
Annual Salary	\$45,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Jul 08, 2018 (Or Until Filled)

General Description

Baruch College is ranked among the region's and nation's top colleges by *U.S. News & World Report*, *Forbes*, *Princeton Review*, and others. Our campus is within easy reach of Wall Street, Midtown, and the global headquarters of major companies and non-profit and cultural organizations, giving students unparalleled internship, career, and networking opportunities. The College's more than 18,000 students, who speak more than 110 languages and trace their heritage to more than 170 countries, have been repeatedly named one of the most ethnically diverse student bodies in the United States.

The Office of College Advancement ("OCA") is responsible for all fundraising activities and alumni relations and volunteer engagement for Baruch College. We seek a dynamic, seasoned individual with broad-based development experience, including proven gift solicitations to work with our alumni, faculty and all functional elements of OCA. Reporting to the Director of Special Gifts, this is an exciting, high-access, front-line opportunity.

Other Duties

- Annual Giving Donor identification, cultivation, solicitation and stewardship: Work with advancement colleagues, trustees, administrators and faculty as appropriate to identify, cultivate, qualify, solicit, renew and upgrade prospects. Manage a fluid portfolio of approximately 150-175 prospects that have the ability to make annual gifts. Review and qualify additional prospects brought to light by our Director of Research.
- Conduct a minimum of 5-10 personal visits per month with donors/prospects. Create and assist in initiatives designed to support prospects' awareness of, involvement with and commitment to Baruch College. Participate in donor/prospect strategy sessions with other advancement staff.

- Promote the 17 Lex Leadership Giving Society as well as annual fund and encourage annual contributions to the College. Work to identify and qualify new members and donors through acquisition and upgrading existing donors as well as renew existing leadership donors.
- Maintain an in-depth knowledge of the College's priorities and inspire the respect and confidence of alumni, friends, parents, faculty, staff and trustees.
- Work with the Annual Giving team to increase the alumni giving percentage and dollars raised on an annual basis. Work with fundraisers and Planned Giving colleagues to continually review donor lists to solicit donors for the proper solicitation levels.
- Manage reunion committees as well as associated communication, engagement and solicitation for reunion year classes.
- Responsible for managing anniversary solicitations and renewals for in memory and in honor of giving.
- Create and administer crowd-funding campaigns annually as needed.
- Work with faculty and administrative leadership to strategize, cultivate and solicit current and prospective donors and facilitate constructive meetings with fundraising prospects who should be brought closer to the College.
- Create call reports. Maintain a detailed record of prospect management in database.

Qualifications

- Experience in personal fundraising or comparable solicitation with a proven record of success.
- Bachelor's degree with a minimum of three years' work experience is required.

- Must have superb judgment and outstanding interpersonal and communication skills.
- Flexibility to attend some evening events as needed.
- Must be an articulate spokesperson on behalf of the College with presentation expertise suitable to work individually with highly successful alumni.
- Keen sensitivity to human relations and ability to work independently and as a team member in a fast-paced environment is essential.