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<b>Job Title</b>	Assistant Director of Advancement Initiatives
<b>PVN ID</b>	LE-2404-006245
<b>Category</b>	Managerial and Professional
<b>Location</b>	LEHMAN COLLEGE

<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$73,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 16, 2024 (Or Until Filled)

## General Description

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Reporting to the Director of Advancement Initiatives, the Assistant Director works to establish a strong foundation of philanthropic support from faculty, staff, alumni, friends, in addition to business and community partners. Maintains a strong, positive, and collaborative working relationship with members of the Herbert H. Lehman College Foundation Board of Directors and its staff, the Alumni Engagement Office, as well as other members of the Division of Institutional Advancement. They will work collaboratively with internal and external partners to strengthen and advance philanthropic relationships through high-quality deliverables and experiences designed to maintain a positive culture of philanthropy and celebrate the Lehman College community.

## Other Duties

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- Assist Director to craft compelling and donor-centric copy for fundraising collateral, including but not limited to appeals, agreements, proposals, newsletters, websites, and social media, with a focus on increasing donor acquisition and retention rates; work with Communications and Marketing division to create visual assets as needed to enhance these forms of communication.
- Cultivate relationships with the Lehman College community of individuals, prospects, and partners through research and outreach efforts, as well as steward existing donors through personal interactions and follow-up communications.
- Assist the Department with coordinating all logistics for events and meetings related to Institutional Advancement/Foundation, including preparing materials and managing rsvps.
- Achieve proficiency in Blackbaud for development functions.
- Performs other related duties as assigned.

# Qualifications

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## Required Qualifications

- Bachelor's degree and experience in working in development, alumni relations, marketing, communications, or a related field.
- Excellent interpersonal, organizational, and communication skills.
- Strong writing and copy-editing skills.
- Ability to manage long-term projects and proactively ensure deadlines are met.
- Ability to work effectively and collaboratively with multiple project stakeholders.
- Commitment to advancing the mission of Lehman College.