PHONATHON AND DIRECT MAIL COORDINATOR

The Office of Advancement invites applications for the phonathon and direct mail coordinator position. Reporting directly to the director of annual giving, the phonathon and direct mail coordinator position is responsible for coordinating an effective calling, mail and email solicitation program as a strategic part of the college’s Annual Giving program. The coordinator will supervise a staff of approximately 25 part-time student callers who contact Wofford College alumni, parents, friends and other constituents, via phone, to secure financial contributions, secure record updates and share college updates. The coordinator also will assist in the development and execution of a direct mail and email appeal calendar which strategically solicits various segments of the donor population.

The phonathon and direct mail coordinator is a non-exempt position and minimal hours of work performance expected are 40 hours/week. Depending on planned events and activities of the Office of Advancement, evening and weekend hours may be required; otherwise, the normal work schedule is 8:30 a.m. to 5 p.m., Monday through Friday.

KEY RESPONSIBILITIES:

- **Program management and execution** – Manages the phone, mail and email solicitation program with expectations to meet targeted program dollar and donor goals.

- **Supervision and management of student callers** – Under the general guidance of the director of annual giving, hires and develops student callers and performs all the related/required administrative support.

- **Other duties as assigned** – Performs other tasks, duties and projects as required and/or as assigned in contributing to the success of the Office of Advancement.

QUALIFICATIONS:
The phonathon and direct mail coordinator works independently under general supervision and must possess excellent communication (writing, editing, speaking and listening) skills to effectively carry out the key responsibilities of this position. S/he will be experienced in the use of hardware and software technology, including office equipment (copier, scanner, fax, etc.). Preference will be provided for candidates with a bachelor’s degree with up to two years of campaign management or project management experience, has supervisory experience and is proficient with MS Office (Word, Excel, PowerPoint, Internet Explorer and Outlook).

This position works with confidential information and will be subject to the college’s confidentiality policies. Multitasking along with prioritizing tasks/workload to meet timely deadlines are expected in this role.

For questions regarding this position, please contact Amanda Richardson, director of annual giving at 864-597-4191 or richardsonak@wofford.edu.

APPLICATION:
All application materials must be submitted electronically to HR@wofford.edu. Please label the subject line “Advancement Position.” Application materials should include: (1) a letter of application explaining how you meet the qualifications of this position, (2) a current resume and (3) names and contact information for three professional references (including email addresses and phone numbers).