

Director of Annual Giving

Wofford College

Wofford College invites applications for a director of annual giving. This position will be responsible for developing, executing and evaluating a comprehensive plan for the continual growth of annual giving programs. Reporting directly to the associate vice president and executive director of development, the director of annual giving is the top annual giving position at Wofford and will be charged with increasing philanthropic engagement across the board with all constituent groups. This position will supervise staff and provide appropriate leadership, coaching and mentoring.

KEY RESPONSIBILITIES:

- Segment prospect audiences for solicitation based on common/shared criteria.
- Plan and implement a multi-channel (mail, phone, email, social media, face-to-face solicitation and other new and emerging methods/media) fundraising strategy for each segment.
- Work with the marketing and communications staff to create concepts and construct messages that clearly articulate the case for support. Primary focus will be on The Wofford Fund with secondary focus on other unrestricted and temporarily restricted funds.
- Create and monitor multi-year and annual solicitation calendars, work plans and budgets.
- Collaborate with advancement staff to ensure reunion giving strategies and solicitations are in line with annual giving plans, goals and objectives. Manage a portfolio of leadership annual giving prospects.
- Collaborate with the director of donor relations on a donor recognition program and other broad-based donor stewardship, including opportunities for engagement with institutional leadership and other donor groups.
- Monitor key fundraising program performance metrics, including donor acquisition rates, pledge fulfillment, donor retention rates, donor loyalty and donor development (upgrade) effectiveness.
- Provide accurate and timely reporting of cultivation and solicitation activities. Oversee the tracking of giving and membership information in constituent database.
- Perform other tasks, duties and projects as assigned.

QUALIFICATIONS:

A bachelor's degree and minimally three years of experience in the annual giving and advancement fields is required for appointment.

Preference will be provided for individuals with strong familiarity with best practices in annual giving and demonstrated experience to strategically build a program and drive toward numerical goals with proven results. The selected candidate will work collaboratively with diverse constituencies and have excellent analytical and communication (oral, written and presentation) skills. Proven success in developing creative, revenue-producing fundraising appeals and experience in higher education and the liberal arts are very desired.

APPLICATION:

Application materials can be submitted electronically to DirectorGiving@Wofford.edu. Application materials include: (1) a letter of interest explaining how you meet the qualifications for this position, (2) a current resume, and (3) names and contact information for minimally three professional references. For assured consideration, application materials must be received no later than midnight on June 6, 2021.

ABOUT WOFFORD COLLEGE:

Wofford College, established in 1854, is a private liberal arts residential college located a few blocks north of downtown **Spartanburg**, South Carolina. Wofford offers 27 major fields of study to a student body of 1,764 undergraduates and is nationally known for the strength of its academic program, outstanding faculty and study abroad participation. Wofford is home to one of the nation's 290 Phi Beta Kappa chapters. The college community supports 19 NCAA Division I athletics teams and numerous **student organizations**, including honor societies, professional organizations, faith-based organizations, club sports and three publications.

Wofford's priorities increasingly reflect commitments to diversity, inclusivity and coalition building. Created in the spring of 2015, the President's Diversity, Equity and Inclusion Committee has executed the recommendations of Wofford's 2014 Strategic Vision Plan: to increase the diversity of students, faculty and staff; to support programming and policy geared toward equity; and to link its investment in diversity to sustainable partnerships with the Spartanburg community. Working alongside Wofford's Center for Community-Based Learning, the committee has helped Wofford restructure campus leadership; develop diversity training for faculty and staff; increase geographic, racial, ethnic, socioeconomic and LGBTQ+ representation; and increase funding for diversity-related programming.

EEO STATEMENT:

Wofford College values diversity within our students, faculty, and staff, and strives to recruit, develop, and retain the most talented people. Wofford College does not discriminate in employment on the bases of race, color, creed, religion, sex, sexual orientation, transgender status, gender identity, age, national origin, disability, veteran status, or any other legally protected status in accordance with applicable federal, state and/or local laws.

It is the policy of Wofford College to provide reasonable accommodations for qualified individuals with disabilities for employment. If you require any accommodations to participate in any part of the hiring process, please contact **HumanResources@Wofford.edu**.

A background check will be conducted for finalist candidates. Employment is contingent upon completion of a successful background check and establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.

COMPLIANCE WITH TITLE IX:

In compliance with Title IX of the Education Amendments of 1972, Wofford College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of sex. Policies and procedures for addressing complaints of discrimination and harassment can be found at **www.wofford.edu/titleix**. Reports can be made to the Title IX Coordinator at any time. Inquiries related to the application of Title IX at Wofford should be referred to the college's Title IX coordinator (contact information below) and external inquiries can be made to the Department of Education.

Wofford College Title IX Coordinator

Amanda Estabrook
429 N Church St.
Campus Life Building, Office 6
Spartanburg, SC 29303
(864) 597-4047
estabrookar@wofford.edu

External inquiry can be made to:

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
(800) 421-3481
OCR@ed.gov/<http://www.ed.gov/ocr>