



Where
thought
leads.

Assistant Director of Annual Giving

Wofford College is a place where thought leads, where ideas are celebrated and problem solving is expected. Wofford invites applicants who are focused on student success and excited to join a community committed to preparing thought leaders.

Wofford College, established in 1854, is a four-year, residential liberal arts college located in Spartanburg, South Carolina. It offers 27 major fields of study to a student body of 1,800 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful and supportive graduates, Wofford is recognized consistently as a “best value” and for its commitment to student success and accessibility for low- and middle-income students. The college community has 12 sororities and fraternities as well as 20 NCAA Division I athletics teams.

Wofford College invites applications for an assistant director of annual giving in the Office of Philanthropy and Engagement. The assistant director will report to and collaborate with the director of annual giving on the design, implementation and ongoing management of a successful annual giving program. Campaigns and programs will include, but are not limited to, increasing alumni participation, giving days, crowdfunding, student campaigns and class giving. This role will work with students, class agents and faculty and staff to educate those groups about the impact of philanthropy on Wofford College, and encourage participation by making annual gifts. This position is full-time and will require some nights, weekends and travel.

EXPECTATIONS

Student philanthropy and engagement

Create and oversee a student philanthropy and engagement program.

Responsibilities

- Develop a campus-wide student philanthropy strategy focusing on efforts to engage and educate current students about the impact of philanthropy on campus.
- Manage the student portion of the annual giving day, including facilitating an event, and leading senior class solicitation efforts in conjunction with the class officers.
- Coordinate with senior class officers to develop a solicitation calendar for the senior class gift campaign.

Class agents

Oversee the volunteer class agent program by recruiting, training and managing class agents.

Responsibilities

- Recruit members from each class to volunteer as advocates for Wofford philanthropy.
- Provide resources needed to educate volunteers on Wofford's priorities.
- Draft, edit and coordinate the yearly appeal from class agents.

Giving Day

Assist the director of annual giving in the execution of the annual giving day, A Day for Wofford.

Responsibilities

- Coordinate with the assistant director of engagement in the facilitation of the A Day for Wofford events for regional clubs.
- Recruit and manage a volunteer committee of alumni, faculty, staff, students and parents.

Additional duties

Participate in and staff department events such as Family Weekend, Homecoming, A Day for Wofford and other events as needed.

Work collaboratively with other members of the Office of Philanthropy and Engagement, providing assistance and input as needed, and communicating frequently to ensure events and activities do not conflict.

Other duties as assigned.

REQUIREMENTS

- Bachelor's degree.
- The ability to create clear, persuasive and professional messaging across a variety of platforms and constituents is critical. Marketing or communications experience is desirable.
- Two or more years of professional fundraising experience or equivalent appropriate experience.
- Experience recruiting, managing and inspiring students and volunteers to meet strategic goals.
- Self-motivated, action-oriented team player and relationship builder who can think creatively and work independently.
- Outstanding organizational skills with the ability to initiate and complete multiple tasks with competing priorities and deadlines.

APPLICATION

All application materials must be submitted electronically to snowmk@wofford.edu. Please label the subject line Assistant Director of Annual Giving Application. Application materials 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).

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 basis 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 local laws. For information about Wofford's Title XI compliance, visit Wofford.edu/administration/title-ix.

It is the policy of Wofford College to provide reasonable accommodation 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.