Assistant Director of Annual Giving

Wofford College invites applications for an assistant director of annual giving in the Office of Advancement. 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, giving days, crowdfunding, student campaigns, class giving and increasing alumni participation. 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. The 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 based on best practices, 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 to ensure students are involved.
• Coordinate with the senior class officers to solicit a senior class gift.

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 and edit 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
• Recruit and manage a volunteer committee of alumni, faculty, staff, students and parents.
• Work with the Office of Marketing and Communications to create content to advertise and promote the day.
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 Advancement, 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 required.
- 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 required 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 DeFreitasLH@wofford.edu. Please label the subject line Annual Giving Position. 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).

ABOUT WOFFORD COLLEGE:
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 1,775 undergraduates. Nationally known for the strength of its academic program, outstanding faculty, experiential learning opportunities and successful 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 19 NCAA Division I athletics teams.

ABOUT SPARTANBURG:
Spartanburg County, the 5th-largest county in South Carolina, is home to nearly 328,000 people and 13 municipalities. The county is unmatched statewide in economic development for new investment and job creation. There are seven colleges or universities in Spartanburg as well as a comprehensive research and teaching hospital. The growing Spartanburg downtown area — with new shops and restaurants, public art and miles of walking and biking trails — is located a few blocks south of Wofford’s campus. To learn more about Spartanburg, visit onespartanburginc.com.
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 IX compliance, visit wofford.edu/administration/title-ix.

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.