Associate Director of Philanthropy

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 1,874 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 applicants for the Associate Director of Philanthropy position. The Associate Director of Philanthropy (ADP) is a key contributing member of the Wofford College Philanthropy + Engagement team that will help grow the leadership annual giving (LAG) program. The ADP is responsible for developing and managing a portfolio of 150+ donors/prospects who could make a LAG gift of $2,500 or more to support any philanthropic area of the campus. The ADP work will contribute heavily to Wofford’s goal of strategically expanding Wofford's LAG giving program through donor visits, frontline prospect and donor management, and stewardship. The ideal candidate is well-versed in donor management, annual giving, solicitation, and campaigns. Travel, evening and weekend work is required. The ADP will operate under the guidance and supervision of the Associate Vice President of Philanthropy + Engagement.

**DUTIES AND RESPONSIBILITIES**

Portfolio and donor management (90%)

- Qualify, cultivate, solicit and steward prospects capable of making gifts of $2,500 or more.
- Retain and increase giving from existing donors.
- Increase the pipeline of LAG donors and dollars.
- Validate and manage prospects through the major gift process as needed.
- Assure accurate and timely entry of information (contact reports, cultivation phase moves, etc.) into our CRM.
- Build and maintain positive relationships with alumni, parents, volunteers and community members.

Annual Giving strategies and events (10%)

- Coordinate closely with the Annual Giving Team on initiatives to include, but not limited to: Annual scholarships, A Day for Wofford, and end of year giving.
• Collaborate with colleagues throughout campus as well as the Philanthropy + Engagement Office to ensure effective, efficient, and coordinated fundraising strategies and assists, where needed, in reunions, Homecoming, Family Weekend and other important college-wide special events.

QUALIFICATIONS

• Bachelor’s degree required.
• Experience in front-line fundraising (higher education preferred), sales or a related field.
• Strong interpersonal skills and confidence necessary to engage in personal solicitations.
• Ability to inspire and generate excitement through excellent communication (both written and oral) and listening skills.
• Experience working effectively in a complex higher-education setting, developing and sustaining productive and effective relationships with alumni, donors, faculty, parents, volunteers, colleagues and senior leadership.
• Positive and creative manner of approaching issues; strong analytical skills and professional judgement.
• Willing to travel on a regular basis and work evenings as needed

APPLICATION

Resumes and cover letters should be emailed to Molly Merrill, director of prospect development and strategy at merrillmp@wofford.edu.

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.