



Where  
thought  
leads.

### **Philanthropy + Engagement Officer**

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 1,875 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 a **Philanthropy + Engagement Officer**. Reporting directly to the director of Annual Giving, the Philanthropy + Engagement Officer is a key contributing member of the Annual Giving team and the overall Philanthropy + Engagement team charged with growing the number of mid-level annual donors and increasing the amount given annually. The Digital Engagement Officer is responsible for engaging and soliciting more than 300 donors annually through phone calls, virtual meetings, digital contacts and some face-to-face visits. The ideal candidate is well-versed in annual giving strategies, donor management and solicitations, and works well independently and with a team. Travel and evening and weekend work are occasionally required.

### **RESPONSIBILITIES**

#### **Digital Engagement (80%)**

- Engage, solicit and steward prospects capable of making gifts of mid-level annual gifts.
- Increase the pipeline of annual giving donors and dollars via phone, personalized email and virtual visits.
- Assure accurate and timely entry of interactions into our CRM.
- Build and maintain positive relationships with alumni, parents, volunteers and community members.

#### **Annual Giving strategies and campus events (20%)**

- Assist with initiatives to include, but not limited to: A Day for Wofford, the Excellence Games, Loyal Terrier stewardship, reunion giving 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 assist where needed in reunions, Homecoming, Family Weekend and other important college-wide special events.

## **QUALIFICATIONS**

A bachelor's degree is required. Preferred candidates will have experience in front-line fundraising, sales or a related field. Candidates should possess strong interpersonal skills and the confidence to engage in personal solicitations; the ability to inspire and generate excitement through excellent written and oral communication and listening skills; a positive and creative manner to approaching issues; and strong analytical skills and professional discernment.

## **APPLICATION PROCESS**

Application materials should be emailed to [snowmk@wofford.edu](mailto:snowmk@wofford.edu). They should include: (1) a cover letter, (2) resume and (3) contact information for three references.

## **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](http://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](mailto:HumanResources@Wofford.edu).