

Reunion Giving Officer

University Job Title: Development Officer, Reunion Giving SOM

Bargaining Unit: None - Not included in the union (Yale Union Group)

Time Type: Full time

Duration Type: Regular

Compensation Grade: Administration & Operations

Salary Range: \$90,000-105,000

Work Location: Central Campus

Worksite Address: 2 Whitney Avenue
New Haven, CT 06510

Work Week: Standard (M-F equal number of hours per day)

Searchable Job Family: Administration, Development

Total # of Hours to be Works: 37.5

Position Focus:

As a member of the Reunion Giving team, the Reunion Giving Officer solicits Yale School of Management (Yale SOM) alumni for gifts of varying sizes during their quinquennial reunions and manages alumni volunteers for several assigned reunion classes. The Reunion Giving Officer achieves annual fundraising goals tied to specific reunion classes and helps to ensure the overall success of their assigned classes in a multitude of important ways. Reports to the Director of Reunion Giving.

Job title and level will be commensurate with experience.

Essential Duties:

1. Organizes and coordinates fundraising efforts.
2. Develops strategic fundraising programs, sets participation and dollar goals, and manages processes of screening and rating alumni.
3. Provides ongoing support for chairs and committee members.
4. Identifies, recruits, trains, briefs, and motivates committee members.
5. Staffs and attends committee meetings.
6. Facilitates ongoing communications between class-based volunteers involved in capital fundraising and development officers.
7. Participates in fundraising conversations.
8. Initiates and oversees all class-wide gift mailings.
9. May perform other duties as assigned.

Required Education and Experience:

Bachelor's degree in a related field and four years of related work experience or an equivalent combination of education and experience.

Required Skill/Ability 1:

Ability to personally and consistently close philanthropic gifts from donors. Ability to utilize industry standard fundraising best practices and values a donor-centric approach. Demonstrated ability collaborating with colleagues to determine donor philanthropic interests. Ability to promote various giving vehicles which may include planned giving.

Required Skill/Ability 2:

Professionalism, maturity, collaborative approach to work, and ability to maintain confidentiality. Flexible team member and willingness to work some irregular hours.

Required Skill/Ability 3:

Commitment to higher education and the contribution of business to society. Proven commitment to diversity and inclusion, equity, and excellence.

Required Skill/Ability 4:

Outstanding organizational, interpersonal, and technological skills. Ability to handle diverse, simultaneous tasks while attending to details and follow-through. Ability to work well under pressure in a fast-paced, high-volume environment. Ability to show initiative and work independently with integrity while demonstrating a results-oriented work ethic.

Required Skill/Ability 5:

Demonstrated strong written and verbal communication skills to communicate effectively with alumni volunteers and colleagues about fundraising priorities, giving procedures, and SOM business. Ability to initiate and maintain direct communication with alumni. A creative and entrepreneurial spirit.

Preferred Education, Experience and Skills:

Experience in a reunion fundraising program in higher education or another nonprofit organization. Experience and comfort navigating a fundraising database.

Drug Screen: No

Health Screening: No

Background Check Requirements:

All candidates for employment will be subject to pre-employment background screening for this position, which may include motor vehicle, DOT certification, drug testing and credit checks based on the position description and job requirements. All offers are contingent upon the successful completion of the background check. For additional information on the background check requirements and process visit "Learn about background checks" under the Applicant Support Resources section of Careers on the It's Your Yale website.

COVID-19 Vaccine Requirement:

The University maintains policies pertaining to COVID-19. All faculty, staff, students, and trainees are required to comply with these policies, which may be found here: <https://covid19.yale.edu/health-guidelines>

Posting Disclaimer:

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position and should not be construed as a declaration of specific duties and responsibilities of the particular position. Employees will be assigned specific job-related duties through their hiring departments.

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