



Garrett-Evangelical Theological Seminary is hiring three positions in its Development Office. After the recent success of our \$100 million campaign, we are looking for two Development Officers and one Assistant Director of Annual Giving and Alum Relations to join our dynamic development team. Our new campaign, *Looking Ahead with Joy*, will build on the success of our last campaign by increasing the endowment, student scholarships, the annual fund, faculty support, and support for academic programs. Following is the job description for the Assistant Director of Annual Giving and Alum Relations position.

<p>Job Title: Assistant Director of Annual Giving and Alum Relations Department: Development Supervisor: Director of Annual Giving and Alum Relations FLSA Status: Exempt Position Type: Full-Time Work week hours: 35 hours (8:30 a.m. to 4:30 p.m.) Availability to work evenings and weekends as needed.</p>	<p>Travel: Less than 10% Domestic travel including but not limited to the greater Chicagoland area. May include occasional overnight travel. EEO Classification: Professional IPEDS Classification: Business and Financial Operations Occupation Supervises: Student Associates, as needed</p>
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Position Summary:

The Assistant Director of Annual Giving and Alum Relations implements strategies for increasing annual philanthropic support and alum engagement with Garrett-Evangelical. Primary responsibilities include managing mass solicitations via mail, phone, email, and social media; engaging the campus community in philanthropy; assisting with alum relations activities and events; advising the Director of Annual Giving and Alum Relations on giving and engagement strategies; and, participating in departmental and organizational staff meetings.

Required Education and Experience

- Bachelor’s degree

Preferred Education and Experience

- Master’s degree and/or theological education
- 3+ years of experience in development/non-profit or related fields

Essential functions and responsibilities:

- Phone solicitation—implement monthly calls and follow up communications to lapsed donors, assigning calls to student associates as needed
- Digital solicitation—implement digital giving campaigns for annual giving day, calendar year end, fiscal year end, and other occasions as they arise
- Direct mail—implement yearly calendar of six direct mail appeals, working with development team to meet deadlines, manage vendors, and handle returned mail
- Class stewards—assist with recruitment, communications, and support for class representative program
- Student philanthropy—oversee planning and solicitation related to annual class gift, work to increase awareness of the Annual Fund among student body

- Faculty and staff giving—assist with faculty and staff giving campaign, work to increase awareness of the Annual Fund among seminary employees
- Donor stewardship—collaborate with Director of Stewardship to implement year-round strategies for thanking Annual Fund donors
- Alum communications—check Alum Relations email inbox daily and respond accordingly, assigning tasks to student associates as needed
- Alum reunions—Assist with communications and logistics related to milestone reunions on campus
- Alum events—Assist with communications and logistics related for at least two alum gatherings per year
- Other duties as assigned.

Success factors/job competencies:

- Passion for and belief in Garrett-Evangelical’s mission
- Strong project management and communication skills
- Sense of humor
- Comfortable with ambiguity
- Achieve yearly solicitation and gift commitment goals, to be determined in consultation with the Director of Annual Giving and Alum Relations and through the department’s annual planning process
- Proficiency with Microsoft Office, Google Suite, and social media platforms
- Previous experience with customer relationship management (CRM) databases

Physical demands and work environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** While performing the duties of this job, the employee must be able to stand, walk, sit, use hands to finger, handle or feel objects, reach with hands and arms, climb stairs, bend, crawl, safely climb a step ladder up to 10 feet, and lift/move up to 50 pounds. Must be able to have repetitive wrist hand and/or finger movement to type and work on computer. Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment. The individual will regularly be required to communicate professionally in person, over the phone, and through email; and to sit, type, and stare at a computer monitor for prolonged periods.
- **Work environment:** Employee occasionally may be exposed to weather conditions prevalent at the time but work is primarily performed indoors. The noise level in the work environment is usually minimal. Occasional evening/weekend work.

Equal Employment Opportunity:

Garrett-Evangelical Theological Seminary does not discriminate, or permit discrimination by any member of its community against any individual, on the basis of race, color, religion, national origin, sex (including pregnancy), sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship, veteran status, genetic information, or any other classification prohibited by law in admissions, recruitment, financial aid, employment, housing, services, or in its educational programs or activities.

Please send resume and cover letter to Erin Moore at careers@garrett.edu.