Leadership Annual Giving Officer - Hybrid

higheredjobs.com/details.cfm

Job Number: R0007206

At Wellesley, our mission is to deliver an outstanding liberal arts education to women who will make a difference in the world. Our collaborative community, comprising of faculty, students, staff, and alumnae, is guided by our shared commitment to educational excellence. Join us in this transformative journey!

Application Instructions:

When submitting your application, please adhere to the following requirements:

- **Carefully review all job details prior to applying.**
- **Enter your legal name exactly as it appears on your government-issued identification.**
- **Upload a comprehensive resume/CV and cover letter in either PDF (.pdf) or Word (.doc) format.**

Current Wellesley College employees must submit applications through the internal Workday portal by searching "browse jobs."

Job Description

Reporting to the Director of Major Gifts and Leadership Annual Giving, the Leadership Annual Giving Officer is responsible for cultivating, soliciting, and stewarding a rapidly shifting portfolio of 250-400 alumni, parents, and friends with the capacity to make annual gifts at the leadership level to The Wellesley Fund. This role will focus on increasing both the number of donors and the overall philanthropic support to the college, engaging constituents with varying levels of prior involvement and attachment. Success in this position will require strategic outreach and a nuanced understanding of diverse donor motivations, rapid qualification, and commitment to working with colleagues to identify donors for greater engagement by other Development units. The Leadership Annual Giving Officer will use approved AI tools and software for efficiency and personalization within the portfolio.

Position Responsibility:

- Cultivate and solicit Wellesley alumnae, parents, and friends with the capacity to make gifts of $2,500-$100,000 or more to support College priorities and The Wellesley Fund, employing appropriate strategies and tactics in prospect and portfolio management that meet donor interaction and dollar goals.
- Implement use of AI and emerging technology for the benefit of prospect and donor engagement. Maximize existing database and layered products to create and execute strategies and plans for all constituents in assigned portfolio. Craft compelling and personalized communications that articulate the impact of leadership annual gifts.
- Collaborate with other frontline colleagues in the department to identify and successfully transition qualified prospects to Major Gifts, Principal Gifts, and Gift Planning teams.
- Participate in events on campus, as well as other national and international events as scheduled throughout the year at which alumnae, parents, and friends are present, such as Family & Friends Weekend, Commencement, and Reunion.

Basic Qualifications:

- 1-3 years of front-line fundraising, outreach, sales, or comparable experience
- Experience working with volunteer leaders, prospects and donors a plus
- Comfort with technology needed to communicate and share information confidently, as well as experience with a prospect database or constituent relationship management software

Skills and Abilities:

- A commitment to the mission of Wellesley College-to provide an excellent liberal arts education to women who will make a difference in the world-and a desire to embrace Wellesley's distinct traditions, values, and vision
- Be adept with technology and have a high comfort level learning new tech and incorporating it into your work.
- Excellent project management skills
- An ability to complete complex tasks and multiple projects simultaneously, working both independently and as a member of a team
- Superior written and oral communication skills, including presentation skills appropriate for engaging prospects and members of the campus community

- Strategic thinking and analytical skills, including an ability to draw informed conclusions from data
- An ability to adapt to changing circumstances
- Comfort with ambiguity and an ability to pivot
- An innovative and creative temperament
- Excellent interpersonal skills, an ability to work collaboratively, and an orientation toward customer service
- A commitment to confidentiality, professionalism, and discretion

Flexibility & Schedule We value a collaborative hybrid environment. You will join us on campus on Mondays and Wednesdays, plus a third day of the week that works best for your schedule. While standard hours are 8:30 AM - 4:30 PM Monday through Friday, this role is critical to our donor relations, so some flexibility for evening and weekend events will be necessary.

Salary:

The pay range for the role is $79,000.00 - $91,000.00

Company Description and Benefits:

Wellesley's mission is to provide an excellent liberal arts education to women who will make a difference in the world. We advance our mission by working together as a community-faculty, students, staff, and alumnae.

Embark on a fulfilling career journey at Wellesley College, where we prioritize your well-being and professional growth. As a valued member of our team, you'll enjoy a comprehensive array of benefits and resources designed to enhance both your work-life balance and long-term success.

- Competitive Compensation: Experience competitive wages ensuring your dedication is recognized and rewarded.
- Exceptional Benefits Package: Access a comprehensive benefits package, including health, dental, vision and pre-tax saving benefits, life insurance, disability coverage, and more to safeguard your health and that of your loved ones.
- Commuting and Transportation: Enjoy the convenience of free parking on our picturesque campus, easily accessible from major roadways. We are also accessible via the MBTA commuter rail.

- Paid Time Off: Take advantage of paid vacations, personal days, sick time, and holidays to recharge and maintain a healthy work-life harmony.
- Retirement Savings: Plan for the future with our retirement savings plan. Wellesley College contributes up to 10.5% towards your 403(b) plan for eligible employees
- Work/Life and Wellness: A hybrid work environment for select positions (additional details will be provided during the interview process), caregiving support through Wellthy, legal plan insurance, pet insurance discount and a variety of other resources including retirement planning, and access to cultural and leisure activities throughout metro-Boston.
- Professional Development: Enhance your skills and explore growth opportunities through continuing training and pathways for growth within our supportive environment.
- Tuition and Education Benefits: Invest in your education with tuition benefits, and access resources to navigate student loan forgiveness, reinforcing our commitment to your ongoing learning.
- Campus Privileges: Enjoy free use of our state-of-the-art athletic and fitness facilities with onsite fitness classes, Library resources, and seize opportunities to attend diverse campus events that contribute to a vibrant community.

Apply today and take your first step toward a rewarding career with Wellesley College - where your unique strengths and success are celebrated as part of our shared commitment to inclusivity!

Wellesley College is an Equal Opportunity Employer and prohibits discrimination against qualified individuals in hiring and advancement based on any legally protected status. Candidates who believe they can contribute to the College community are encouraged to apply.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.