ASSISTANT DIRECTOR OF THE OXY FUND, TELEFUND & STUDENT PHILANTHROPY
Institutional Advancement

**Summary**

The Assistant Director of The Oxy Fund will report directly to the Director of The Oxy Fund and will work closely with the entire Individual Giving team within Institutional Advancement. This position will oversee Oxy’s TeleFund program and manage all current student philanthropy strategies within the context of The Occidental College Campaign For Good.

Responsibilities include recruiting, training, and directing student callers, as well as preparation of TeleFund materials, data review, nightly supervision of student employees, and daily tabulation of results. This position will also manage the Senior Class Gift and the Student-IA Committees, including recruiting and training committee members, planning and executing fundraising events, and developing solicitation strategies for all students. The Asst. Director will focus on all overarching programming and fundraising solicitation strategies related to these programs.

The Assistant Director must possess exceptional interpersonal skills, have an ability to interface professionally with alumni, parents, administration, faculty and students, and have the ability to effectively communicate the vision of the College. A successful candidate will have excellent management skills, and be able to effectively lead and motivate student employees and volunteers.

**Essential Functions**

**Telefund Program (70%)**

Manage all aspects of the student Telefund program, including:

- Recruit, interview, train and provide performance assessments to team of 30+ student callers, assistant managers and managers. Assistant Director will supervise nightly calling Sunday through Thursday and during strategically placed sessions outside of the regular schedule.
- Develop annual goals, strategic segmentation plans and calling pool assignments.
- Maintain statistical data reporting of all calling activity and, with the Director, evaluate the efficacy of the calling program and make appropriate adjustments when necessary.
- Develop scripts based on Oxy Fund strategy and constituent segments, and train callers to effectively communicate messages in scripts.
- Partner with internal and external constituents to ensure the viability of data and maintain thorough knowledge of calling program software and industry best practices.
- Directly responsible for achieving pledge fulfillment goals through monthly pledge reminder mailings, pledge confirmation emails and personal outreach.
- Invite key College leaders and volunteers to Telefund training sessions and maintain close communication with Occidental communications and marketing staff to ensure student callers are provided with accurate and timely information.
- Partner with the Director of the Oxy Fund, to fold TeleFund into Oxy’s first ever Day of Giving in spring.

**Senior Class Gift (15%)**
- Manage the Senior Class Gift (SCG) Campaign including recruitment and training of committee members, goal setting, and campus-wide programmatic development and implementation.
- Provide coaching and support for committee members so they are equipped to educate their classmates about philanthropy to Oxy, and successfully solicit classmates for gifts.
- Establish appropriate stewardship for donors to the Senior Class Gift.
- Plan and execute all SCG fundraising events in coordination with committee members, including:
  - the Kickoff Cocktail Hour, kicking off the public launch of the SCG campaign,
  - the Senior Soiree, celebrating the graduating class,
  - and the Senior Leaders Reception, toasting class leaders and celebrating the SCG.
- Measure and track Senior Gift progress, as well as the participation and engagement of Senior Gift donors after graduation.

**Student Philanthropy (10%)**
- Manage the Student-IA Committee, including recruitment and training, goal-setting, plan and lead all meetings, and develop/implement campus-wide programming.
- Plan and execute Pie Week, a week-long campaign designed to educate Oxy’s student body on the impact of philanthropy, during the first week of March.
- Create opportunities for students to learn about the importance of philanthropy on their educational experience. Leverage Day of Giving in the spring to involve and educate students about the impact of donor support.

**Additional Duties (5%)**

<table>
<thead>
<tr>
<th>Knowledge/Experience Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Knowledge/Experience Requirements</strong></td>
</tr>
<tr>
<td>Bachelor's degree.</td>
</tr>
<tr>
<td>Experience working in higher education development.</td>
</tr>
<tr>
<td>Demonstrated ability to effectively manage, train, coach and motivate student employees and volunteers.</td>
</tr>
<tr>
<td>Excellent oral and written communication skills.</td>
</tr>
<tr>
<td>Exceptional interpersonal skills.</td>
</tr>
<tr>
<td>Outstanding work organization, time management skills, and ability to work independently.</td>
</tr>
<tr>
<td>Ability to work effectively in a team environment—with a mix of student, alumni, and staff colleagues.</td>
</tr>
<tr>
<td>Experience in personally soliciting gifts; cold-calling experience preferred.</td>
</tr>
<tr>
<td>Experience working with RuffaloCODY’s CAMPUSCALL software strongly preferred.</td>
</tr>
<tr>
<td>Proficiency in Microsoft Office products, especially Excel, strong preferred.</td>
</tr>
<tr>
<td>Must be willing to work flexible hours (regular evenings and weekends required).</td>
</tr>
</tbody>
</table>

**APPLICATION INSTRUCTIONS**

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to mroyer@oxy.edu and resumes@oxy.edu.
As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.