ASSOCIATE DIRECTOR OF THE OXY FUND, LEADERSHIP GIFTS

Institutional Advancement

**Position Summary**

The Associate Director of the Oxy Fund, Leadership Gifts will report to the Director of the Oxy Fund and work closely with the entire Development team. In addition to routine annual giving responsibilities, this external-facing fundraising position is responsible for soliciting leadership-level gifts ($1,000+) for the Oxy Fund. This driven, goal oriented individual will concentrate efforts on the acquisition, renewal and upgrade of leadership-level gifts thus raising more financial support for Occidental each year, and strengthening the base of future major gift donors.

The Associate Director will actively manage a pool of potential and current leadership level Oxy Fund donors. This includes personally contacting prospects whose capacity and inclination are not well established, planning and executing next steps for engagement and solicitation, and ensuring that all communications and strategic actions are documented. It also means serving as the “point person” for individuals in this pool to provide appropriate cultivation, solicitation and stewardship to strengthen and deepen their relationship with the institution.

**SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

**Solicitation of Annual Fund Gifts (80%)**

- Develop and implement processes and strategies for the annual solicitation of donors and prospective donors of $1,000 or more, with an emphasis on securing unrestricted support for the Oxy Fund at or above the leadership level.
  - Utilize major gift ratings to qualify prospects through solicitation.
  - Solicitation activities are primarily focused on a high-volume of personal visits. In alignment with Institutional Advancement priorities, the Associate Director will not only

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solicit leadership Oxy Fund gifts through one-on-one visits with known prospects, he or she will execute discovery visits to qualify prospects for further engagement.

- At the end of the calendar and fiscal year, the Associate Director will conduct 100+ phone solicitations to prospects who were unable to be personally reached, and existing donors who require reminder calls.

- Responsible for meeting established goals for the:
  - Number of in-person visits (15 – 20 per month)
  - Number of in-person solicitations
  - Number of recommendations of prospects to the planned giving and major gifts programs
  - Number of referrals for volunteer opportunities across campus.

- Conduct feasibility of prospective donor pool comprised of alumni, parents, friends, faculty and staff, to determine annual travel schedule.
- Schedule local and out-of-town personal visits in an effort to encourage prospects’ leadership support of the Oxy Fund.
- The majority of personal visits will include a solicitation, with less emphasis spent on individualized cultivation and stewardship. Personal visits will provide the Associate Director with the opportunity to qualify prospects for possible management by the major gifts program.
- Document all personal visits and appropriate phone and email contacts in the database. Ensure all next steps, pledges and recommended actions are recorded and follow-up on appropriately.
- Track and measure progress based on established goals, and report on Leadership Gift Officer metrics throughout the fiscal year.

**Donor Recognition and Stewardship (10%)**
- Completes thank you calls to donors on a weekly basis.
- Consults with the Director of Donor Relations on developing ways to recognize Oxy Fund donors, encourage continued support and grow membership in the leadership giving societies.
- Provides, as required, appropriate personal donor stewardship and recognition for donors within the leadership Annual Fund prospect pool.

**Other Duties as Assigned (10%)**

Duties may include oversight of a volunteer fundraising committee.

**Knowledge/Experience Requirements**

- Bachelor’s degree with two or more years of experience in development, or equivalent. Higher education development experience is preferred.
- Knowledge of the principles and practices of development and fundraising with an understanding of individual giving programs, such as direct mail, phone-a-thon and personal solicitation programs is preferred.
- Excellent oral and written communications skills, with demonstrated experience in personally soliciting gifts.

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• Experience in initiating and securing a high volume of development visits is preferred.
• Outstanding initiative, work organization and time management skills.
• Ability to work frequent evenings and weekends; travel up-to 75% of the time.
• Ability to work effectively in a team environment—with a mix of faculty, parents, alumni and staff colleagues. Excellent interpersonal skills.
• Knowledge of modern data management practices and techniques, including models of analysis that lead to effective decision making on behalf of the program. Knowledge of Excel and CRM database management systems preferred.

**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.