The Associate Director of the Oxy Fund, Leadership Giving will report to the Director of the Oxy Fund and work closely with the entire Individual Giving team. The Associate Director will actively manage a pool of potential and current leadership-level ($1,000+) 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.

**POSITION SUMMARY**

**SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS**

**Solicitation of Annual Fund Gifts (75%)**

- Actively qualify a pool of regionally-based, rated prospective donors, with an emphasis on securing unrestricted support for the Oxy Fund at the leadership level of $1,000 or more.
  - Utilize major gift ratings to qualify prospects through solicitation.
  - Through substantive face-to-face visits, qualify prospects for the Oxy Fund, Planned Giving, Major Gifts, and The Oxy Campaign For Good.
  - 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 (10 - 12 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.

- Determine feasibility of prospective donor pool comprised of alumni, parents, friends, faculty and staff, to determine annual travel schedule.

- Conduct 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 phone and email contacts in the database. Ensure all next steps, pledges and recommended actions are recorded and followed 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%)

- Conduct thank you calls to donors on a weekly basis.
- Work in conjunction with the Director of Donor Relations on developing ways to recognize Oxy Fund donors, encourage their continued support and grow membership in the leadership giving societies.

Volunteer Engagement and Affinity Fundraising (10%)

- Manage special fundraising initiatives as assigned.
- Oversee volunteer fundraising committees as assigned.

Other duties as assigned (5%)

QUALIFICATIONS

Minimum
- Bachelor’s degree or equivalent.
- 3 or more years of experience in development.

Preferred
- Higher education development and frontline fundraising experience.
- 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.
- Experience in initiating and securing a high volume of development visits.
- Knowledge of Excel and CRM database management systems.
- Excellent oral and written communications skills, with demonstrated experience in personally soliciting gifts.
- Outstanding initiative, work organization and time management skills.
- Willingness to work frequent evenings and weekends; travel up-to 75% of the time.
- Willingness 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.

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to Inassar@oxy.edu.

Additional information

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College’s strategic equity and justice goals and those from groups whose underrepresentation in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and
dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit [https://www.oxy.edu/offices-services/humanresources/benefits-information](https://www.oxy.edu/offices-services/humanresources/benefits-information).

All qualified applicants will be considered for employment, 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.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources (hr@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.