SENIOR ASSOCIATE / ASSOCIATE DIRECTOR OF THE OXY FUND, PARENT GIVING
Institutional Advancement

POSITION SUMMARY

The Senior Associate / Associate Director of The Oxy Fund, Parent Giving will report directly to the Director of The Oxy Fund. This position will manage all fundraising efforts related to parents, including oversight of the Parents Council, the principal parent fundraising body for Oxy Fund support. The Senior Associate / Associate Director will maintain a portfolio of leadership parent prospects, conduct discovery visits, and collaborate with colleagues to develop campaigns by mail, digitally, and phone for parent donor constituencies. The Senior Associate / Associate Director will collaborate with offices across Occidental to connect current, incoming and emeriti parents to the College. Through customized solicitations, events, volunteer outreach, and targeted stewardship, they will serve as a resource for their colleagues on parent giving strategies that will lead to growth of Oxy’s parent donor base. Face-to-face visits with prospects and travel are required.

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

Parent Fundraising Initiatives (90%)

- Build and implement a framework for parent philanthropy at Oxy, partnering with Alumni & Parent Engagement, Donor Engagement and Events, Major Gifts / Gift Planning and Advancement Services to create collaborative strategies that encourage engagement and sustained leadership-level support ($1,000 and above) from the Oxy parent community.

- Identify, qualify, cultivate, solicit, and steward a select portfolio of parent donors and prospects. Build relationships and solicit annual gifts and multi-year commitments at the leadership level and above to achieve annual fundraising goals and performance metrics. Metrics around target number of annual donor visits, written proposals and closed gifts are contingent upon Senior Associate or Associate level.

- Establish annual fundraising goals, objectives, and projections for all parent donors. Monitor and analyze giving patterns, and use these metrics to inform projections, goals, and Campaign strategy.

- Identify, recruit, train, and manage Parents Council volunteers via in-person visits, conference calls and newsletter distributions.

- Partner with Alumni & Parent Engagement, Donor Stewardship, and Individual Giving to design and implement annual parent philanthropy events, both on campus and regionally.

- Oversee parent fundraising efforts during Oxy’s annual giving day, the Day For Oxy, including securing challenge gifts from Parents Council and other parent prospects.

- Support the Director of the Oxy Fund on parent appeals, from concept to delivery.

- Create and execute strategy to engage parents of incoming students, in partnership with Advancement Services.

- Conceive of ways to engage parents emeriti and lapsed parent donors.

- Build a customized work plan to determine effectiveness of parent solicitation strategies and measure success year over year. Prepare and distribute reports on a regular basis to update staff and volunteers on results of parent fundraising activities.

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**QUALIFICATIONS**

**Minimum**
- Bachelor’s degree or equivalent.
- To qualify for Senior Associate Director level, must have 7 or more years of experience in development.
- To qualify for Associate Director level, must have 3 or more years of experience in development.

**Preferred**
- Higher education development and frontline fundraising experience.
- Experience in personally soliciting gifts and securing a high volume of development visits.
- Experience working in a performance-based environment with tracking of meeting goals, contacts and dollars raised.
- Excellent interpersonal skills.
- Demonstrated ability in effective project management.
- Ability to work effectively in a team environment—with a mix of faculty, parents, alumni and staff colleagues.
- Excellent oral and written communications skills.
- Experience working with Microsoft Office Suite and prospect management software.
- Outstanding work organization and time management skills.
- Willingness to work evenings and weekends.
- Willingness to travel up to 60% of the time.

**APPLICATION INSTRUCTIONS**

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

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.