



ASSISTANT DIRECTOR OF THE OXY FUND, TELEFUND & STUDENT PHILANTHROPY

Institutional Advancement

Position Summary

The Assistant Director of The Oxy Fund will manage Occidental College's Telefund student calling program and will work to build a culture of philanthropy among the student body within the context of The Oxy Campaign For Good. This position will report directly to the Director of The Oxy Fund and will work closely with the entire Individual Giving team within Institutional Advancement.

Responsibilities include recruiting, training, and directing student callers, as well as the preparation of Telefund materials, data review, nightly supervision of student employees, and daily tabulation of results. The Telefund program, through the work of our student callers and student managers, raises vital unrestricted funds for the College, typically around \$400-500K a year. Callers focus on contact rate, participation rate, and dollars raised. This position will also conceive of ways to educate current students on the importance of philanthropy through creative solicitation strategies and campus events.

The Assistant Director must possess exceptional interpersonal and analytical 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.

Summary of Duties, Responsibilities & Goals

Telefund Program Management (90%)

Oversee all aspects of the student Telefund program, including:

- Recruit, interview, train and provide performance assessments to a team of 30+ student callers, assistant managers and managers. The Assistant Director will supervise daily and 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 of the Oxy Fund, 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 Oxy Fund team to fold Telefund into Oxy's annual giving day, the Day For Oxy.
- Strategize on how to evolve the Telefund program to adapt to changing conditions, including incorporating lead generation, surveying in installments, and text messaging into the program.

Student Philanthropy (5%)

- Create opportunities for students to learn about the importance of philanthropy on their educational experience.
- Leverage Oxy's annual giving day, the Day For Oxy, to involve and educate students about the impact of donor support. Partner with colleagues in Institutional Advancement to introduce on-campus elements and student-centered experiences to the Day For Oxy.

Additional Duties as Assigned (5%)

Qualifications

Minimum

- Bachelor's degree or equivalent.
- Must be willing to work flexible hours (daily evening and Sunday shifts required).
- Passionate about working in an organization that values and promotes diversity, equity, inclusion and anti-racism.
- Ability to serve as an advocate for individuals of all ethnicities, genders, ages and backgrounds.

Preferred

- Experience working in higher education development.
- Experience personally soliciting gifts; cold-calling experience preferred.
- Experience working with Ruffalo Noel Levitz Engage / CAMPUSCALL software.
- Proficiency in Microsoft Office products, especially Excel, and Google Workplace.
- Demonstrated ability to effectively manage, train, coach and motivate student employees and volunteers.
- Excellent oral and written communication skills.
- Exceptional interpersonal skills.
- Outstanding work organization, time management skills, and ability to work independently.
- Ability to work effectively in a team environment—with a mix of student, alumni, and staff colleagues.

APPLICATION INSTRUCTIONS

To apply, please submit a resume and cover letter to Lnassar@oxy.edu and resumes@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 that are underrepresented 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.