

Warren Wilson College
Position Description

POSITION: Director of Advancement Services

DEPARTMENT: Advancement Services/Advancement

REPORTS TO: Vice President for Advancement

POSITION SUMMARY:

The Director of Advancement Services coordinates the functions providing support to the Vice President, External Relations, Annual Giving, Development offices and supervises the Database Manager and the Grant Writer/Researcher. The Director manages the office schedule for database projects, mailings and other support services. Specific responsibilities of this position are allocating expenditures and maintaining the operating and campaign budgets for the Advancement Office and the management of the technological infrastructure, and gift and records processing. The Director conducts and oversees all research and prepares research reports of prospects for leadership gifts to the WWC Fund and Comprehensive Campaign, prospects for membership on the Board of Trustees, and other volunteer committees and councils. A key responsibility is the management of the College's stewardship/donor relations program. The Database Manager and Grant Writer/Researcher are supervised by the Director of Advancement Services.

SPECIFIC RESPONSIBILITIES:

Donor Research and Major Gifts Tracking (55%)

- Identifies new major gift prospects.
- Rates prospects for major gifts.
- Writes extensive research profiles on major gift prospects and prepares briefings for the President of the College and Vice President for Advancement for trips, and as needed for members of the Board of Trustees.
- Researches and rates new parents, new trustees and new Alumni Board members.
- Supervises grant writer/researcher - who researches grant opportunities and oversees schedule for annual grant application submissions.
- Oversees and maintains all constituent files, including tracking lost alumni.
- Tracks campaign activity with campaign prospects.
- Works closely with the Advancement Office team to develop major gift strategies.

Office Management (15%)

- Fields and delegates accordingly all requests for financial reports, as well as all computer queries, mailing lists and mailing support services.
- Schedules the flow of projects, mailings and other support functions within the Advancement Office.
- Projects and plans the Advancement Office operating and campaign budget with the Vice President for Advancement.
- Allocates expenditures to the operating and campaign budgets throughout the year.

- Supervises the Database Manager and Grant Writer/Researcher.
- Supervises student work crew.

Stewardship/Donor Relations Program (30%)

- Creates a plan for donor recognition for all types of gifts to Warren Wilson College and oversees the implementation of this plan.
- Maintains under the direction of the Vice President for Advancement the naming opportunities list.
- Creates annual reports/letters to donors of endowed funds.
- Creates or coordinates the writing of reports to donors who have given restricted gifts for projects or programs including foundation reports.
- Oversees the purchase of recognition plaques and manages the standardization of plaques. Maintains a database of plaques and families related to the plaques.

WORKING CONDITIONS:

Office environment

QUALIFICATIONS:

- Excellent organizational and project management skills.
- Strong written communication skills.
- Proficient understanding of gift accounting and database management.
- Experience in donor research or comparable research projects required.
- Computer skills essential.
- Proven team management and personnel management skills needed.
- Personable and relates well to others.
- Bachelor's degree highly preferred.
- Three to five years of advancement experience required.

This position description is not all-inclusive, as other tasks or responsibilities may be assigned.