Job Opening: Annual Giving Associate (Part-time)

Office of Development and Alumni Relations (DAR)
University of Delaware

Location: Newark, Delaware
Department: Alumni Engagement and Annual Giving
Job Terms: Temporary, 4-6 month assignment
Start Date: 4/01/2018 or sooner

The Office of Development and Alumni Relations (DAR) engages donors, alumni, friends, parents, faculty, staff and students in a lifelong relationship and fosters a tradition of philanthropy to strengthen the University of Delaware’s legacy as one of the great public institutions of higher education in America.

Under the general direction of the Annual Giving staff, the Associate is responsible for supporting annual giving programs and digital fundraising efforts and strategies that engage new donors, renew past donors, and upgrade current donors. This is a part-time position (20-28 hours per week), Monday through Friday, specific schedule to be determined during the interview process. This position does not offer benefits. Compensation is commensurate with the level of experience.

RESPONSIBILITIES:

- Assist with all digital fundraising efforts
- Migrate college, department and program web pages/giving forms to a new platform
- Assist with execution and implementation of Giving Day plans
- Assist with the execution of Annual Giving digital fundraising programs including Matching Gift, Preferred Month of Giving, first-time donors and a variety of digital stewardship initiatives
- Manage UD Crowdfunding web page and encourage campus partners to participate in UD Crowdfunding efforts
- Review Email tests for accuracy
- Edit HTML in emails and web as needed
- Assist with the implementation and execution of marketing strategies for the annual Faculty/Staff Campaign and Student Philanthropy programs.
- Assist with the implementation and execution of marketing strategies designed to increase donor participation for Graduates of the Last Decade.
- Ad-hoc projects as assigned

QUALIFICATIONS:

- Excellent computer skills including: HTML design, Adobe Suite (Dreamweaver, Photoshop, InDesign), MS Office (Word, Excel, Outlook), database and asset management
- Excellent verbal and written communications skills
- Ability to organize and prioritize work
- Punctual, dependable, detail-oriented
- Ability to work independently with little supervision
- Ability to juggle many moving parts and shifting priorities.
- Ability to proofread to ensure accuracy and completeness.
• Ability to work well alone, in a close team environment and with campus partners.

**NOTE:** Due to the handling of sensitive information, a confidentiality agreement must be signed.

**APPLY:**
To apply, please send resume, one page cover letter, and contact information for three references to Desiree Alexander ddalex@udel.edu.

Employment offers will be contingent upon successful completion of a criminal background check. A conviction will not necessarily exclude you from employment.

The University of Delaware is an Equal Opportunity Employer which encourages applications from Minority Group Members, Women, Individuals with Disabilities, and Veterans. The University's Notice of Non Discrimination can be found at [http://www.udel.edu/aboutus/legalnotices.htm](http://www.udel.edu/aboutus/legalnotices.htm)