

POSITION ANNOUNCEMENT

Bethany College
Lindsborg, Kansas

Coordinator of Annual Giving

REPORTING RELATIONSHIP:

- Exec. Director for Alumni and Development

POSITIONS REPORTING TO THIS POSITION: YES NO

- Student Workers as authorized

FLSA STATUS:

- Administrative, exempt position, full time position

PURPOSE:

- The Director of Annual Giving will be an integral member on the Advancement team, providing leadership in growing the College's fundraising efforts. The Director of Annual Giving plans and manages the College's annual giving programs, with overall responsibility for planning and implementing a strategy for the growth of all levels of annual giving, coordinating all direct mail, personal appeals, and acting as a liaison between the College and matching gift granting institutions.

MINIMUM REQUIREMENTS:

- The successful candidate will have a Bachelor's degree, Effective supervisory and management skills, knowledge of fundraising programs and strategies and a strong ability to articulate the mission and goals of the College are required.
- Ability to effectively present information to top management public groups, and/or boards of directors
- Ability to communicate effectively to a variety of audiences, including students, parents, faculty, staff, alumni, administration, and the community-at-large.
- Ability to handle multiple projects/assignments concurrently and be very results-oriented.
- Highly motivated and works well both independently and in a team environment.
- Experience with Microsoft Office Suite; knowledge of desktop publishing
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PREFERRED: A minimum of three (3) years of successful fund development experience, with experience in a higher education environment.

CONDITIONS OF EMPLOYMENT:

Refer to Job Description for Physical Requirements and Working Conditions (available through Human Resources)

WORK SCHEDULE:

Travel 30%

APPLICATION

The initial application should include a cover letter, resume, a statement of philosophy within the context of our mission statement (located on www.bethanylb.edu) and names, addresses, and phone numbers of three references and be submitted to:

Human Resources
Bethany College
mattisonj@bethanylb.edu
or 335 E. Swensson
Lindsborg, KS 67456
(785) 227-3380 x8115
(785) 227-2004 (fax)

Application review begins immediately and will continue until the position is filled. (Posted 1-12-2012)

Bethany College is an equal opportunity employer and does not discriminate on the basis of age, gender, race, national origin, ancestry, religious beliefs, sexual orientation, physical ability, marital or veteran's status. Women and minority candidates are especially encouraged to apply. Come live the Bethany College experience! AA/EOE