

SD Mines CARA Annual Gift Officer

Institution

SD Mines Center for Alumni Relations and Advancement (CARA)

Working Title

Annual Gift Officer

Physical Location of Position

Rapid City

Posting Text

The Annual Gift Officer job duties include managing the annual fundraising campaign including phone-a-thon and mailing campaign, and campus campaign. Work on encouraging previous donors to increase their annual gifts by working with Stewardship Director, Alumni Director, and Communications Director to coordinate events and communication that make donors feel valued and important. The Annual Gift Officer will also be an important liaison with the University to help students raise funds for student organization and coordinate special events. Specific job responsibilities include:

- Develop and execute the goal based annual fundraising plan. Work with Stewardship Director to administer signature fundraising events, donor cultivation and stewardship.
- Manage campus giving campaign.
- Create/review mailing solicitation pieces with Communications Director.
- Coordinate internal phone-a-thon and report progress. Recruit and train student workers. Manage schedules, lists, and other logistics. Pull daily reports. Work with CARA staff regarding gift receipting and pledge follow-ups.
- Work with Communication Director to create fund development social and digital media content.
- Manage online giving processes (e.g., Mobile Cause)
- Train student groups regarding fundraising.
- Identify major gift donors to hand over to Development Officers.
- Manage special projects with the University.
- Liaison with Hardrock Club regarding athletics annual giving program.
- Develop metrics to measure program success, report on program progress to the CARA President and the Board.

The successful candidate will possess highly integrated interpersonal communication skills and a team-player attitude. The Annual Gift Officer represents CARA in a variety of settings both on and off campus, sometimes without any direct supervision, and must conduct themselves appropriately, responsibly, and professionally. The candidate must demonstrate abilities in data analysis, project management skills, and social media management. Experience is preferred in Blackbaud's Raiser's Edge and NXT database.

Additionally, the candidate must demonstrate organizational and time management skills. The ability to work evening and weekend hours is necessary. A bachelor's degree is required.

SD Mines CARA manages both alumni relations and fund development. CARA is a 501(c)3 organization whose mission is to support South Dakota Mines. Established in 1885, the South Dakota School of Mines & Technology is a science and engineering research university located in Rapid City, South Dakota. South Dakota Mines is a public university offering bachelor's, master's, and doctoral degrees in engineering and science.

South Dakota Mines is a growing university that enrolls around 2,550 students from 46 states and 41 countries and is ranked as the best engineering school for return on investment out of 302 similar institutions across the United States. SD Mines CARA has 17,000 living alumni and several hundred friends of the university including community members, corporations, and foundations.

Rapid City is the state's second largest city (with an urban population of 75,443 and metropolitan population of 148,749) and is nestled at the foot of the beautiful Black Hills. Mount Rushmore, Badlands National Park and Crazy Horse Memorial are all within an hour of the University. Rapid City enjoys a relatively mild climate and offers year-round recreational opportunities, including, hiking, bicycling, skiing, snowboarding, fishing, and hunting, to name a few. For more information about South Dakota Mines and Rapid City, visit: <http://sdsmt.edu/The-Rushmore-Region/>.

CARA is committed to recruiting and retaining a diverse workforce and offers an excellent comprehensive benefits package including paid medical, dental, vision and life insurance for our employees; family medical, dental and vision coverage is available, but paid by employee; retirement plans; paid holidays; and a generous paid-time-off allowance. Individuals interested in this position must apply by sending a cover letter and resume to Sharon.Chontos@sdsmt.edu. Review of applications will begin on September 2, 2020 and will continue until the position is filled. Employment is contingent upon completion of a satisfactory background investigation.

Open Until Filled

Yes

First Consideration Date

9/2/2020

Appointment Percent

100

Work Hours

7:30 a.m. – 4:30 p.m.

Scope of Search

External

Diversity Statement

South Dakota Mines Center for Alumni Relations does not discriminate on the basis of sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status in employment or the provision of service.

Please designate the physical requirements of this position

- Bending
- Stooping
- Twisting
- Carry
- Crouching
- Driving
- Fine Finger Manipulation (keyboarding)
- Grasping
- Sitting for sustained periods of time
- Standing for sustained periods of time

Please check the appropriate response that describe the sensory requirements for this position.

- Hearing
- Speaking
- Vision (with and without correct lenses)

Check the appropriate box(es) that best describes the environment in which the primary function of the position is performed.

Office Environment