

Job Title: Assistant Director of Development, Divinity

Department: University Advancement

Reports to: Assistant Dean of Development, School of Divinity

Summary:

The Assistant Director of Development, Divinity, in collaboration with the Assistant Dean for Development, identifies, cultivates, and solicits gifts to the School of Divinity Wake Forest Fund (with special emphasis on Giving Society gifts) and other projects as assigned. Manages a portfolio of at least 120 prospects, working to strengthen relationships that result in increased philanthropic support for the School of Divinity from Divinity alumni, churches, and other prospects. Other key areas of responsibility include: alumni engagement and identifying and securing new members for the School's volunteer boards.

Essential Functions:

- Assists the Assistant Dean of Development in the development and implementation of comprehensive fundraising goals, objectives, and plans for the School of Divinity. Helps strengthen board participation and identifies major gift prospects.
- Identifies, solicits, and stewards donors to the Wake Forest Fund – School of Divinity (with particular emphasis on five year commitments of \$1,000+) as well as major, restricted gifts of \$50,000 - \$100,000.
- Maintains strong focus on in-person meetings with alumni and friends of the School of Divinity to enhance current relationships and build new relationships for the School that result in increased fundraising.
- Builds the Wake Forest Fund – School of Divinity through personal solicitations, direct mail, digital, and telethon efforts.
- Leads project based development efforts for School of Divinity among alumni, churches, and denominational organizations.
- Develops and coordinates projects, events, and communications that will deepen the relationship between Wake Forest University (WFU) and its Divinity alumni.
- Recruits and manages the Divinity Executive Alumni Council (alumni volunteer leadership).
- Assists in coordinating the School of Divinity Board of Visitors.
- Coordinates alumni meetings and other special events and works collaboratively with Wake Forest University, School of Divinity (WFUSD) offices and leaders on events and continuing education opportunities for alumni, donors, and prospective donors.
- Attends receptions and events to identify and cultivate donors to the School.
- Assists with other University Advancement events and staffing, when needed.

Required Education, Knowledge, Skills, Abilities:

- Bachelor's degree plus three to five years of related experience, or equivalent combination of education and experience.
- Knowledge of fundraising principles, methods, and techniques
- Proven history of gaining philanthropic support and financial commitments from individuals and foundations.
- Ability to plan, organize, and direct multiple programs and activities.
- Ability to communicate effectively, both verbally and in writing. Strong interpersonal skills.
- Ability to develop, plan, and implement short- and long-range goals.
- An outgoing, personable demeanor with the ability to persuade and influence others.
- Ability to think creatively about initiatives and programs that will increase fundraising for the School of Divinity.

- Ability to represent Wake Forest and interface with prospects and donors at the highest level.
- Ability to represent the School of Divinity in congregational and other faith-based settings.
- Familiarity with Christian denominations and other faith traditions.
- Proficiency in computer use and related software, including Word, Excel, email/internet applications and social media
- Ability to learn and become proficient with industry-specific software.
- Ability to recruit, motivate, and manage volunteers.
- Ability to work evenings and weekends, as required.
- Ability to travel.
- Ability to meet requirements of the University's automobile insurance.

Preferred Education, Knowledge, Skills, Abilities:

- Experience in PowerPoint and familiarity with WebEx, LinkedIn, and Facebook.

Accountabilities:

- Responsible for own work.

Note:

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

In order to provide a safe and productive learning and living community, Wake Forest University conducts background investigations and drug screens for all final staff candidates being considered for employment.

Wake Forest seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics to apply.

Wake Forest University is committed to providing access and reasonable accommodation in employment for individuals with disabilities.

Human Resources Use:

FLSA: Exempt	EEO: 30
Title: Assistant Director, Dev	PCLS: E0213

Date approved: 03/22/2018
Approved by: Jennifer Haggas

Last revised: 05/01/2018
Revised by: Jennifer Haggas