



Job Description

JOB DETAILS

Job Title: Assistant Director of Annual Giving - Class Fund Director Program

Department: Development and Alumni Relations

ID: DAR_AstDirAGCFDP

Title of Supervisor: Director of Annual Giving

Date Completed: 01/21/2015

JOB SUMMARY

The Grinnell College Annual Giving program is responsible for driving participation and gifts to the College. The Assistant Director of Annual Giving - Class Fund Director Program provides comprehensive leadership, management and stewardship to 100+ Grinnell Alumni who volunteer as Class Fund Director's supporting the College's fundraising vision, mission and goals. Additional responsibilities include maintaining a portfolio of about 100 annual giving prospects, which require travel throughout the year.

The Assistant Director of Annual Giving - Class Fund Director Program works closely with the Annual Giving team and the rest of the Development and Alumni Relations personnel, while also coordinating with faculty and staff as needed to ensure that volunteers and annual giving prospects are being properly stewarded, to ensure the planning and efficient implementing of this piece of the Annual Giving program.

Reporting to the Director of Annual Giving, the Assistant Director of Annual Giving - Class Fund Director Program is part of a seven-person team which provides support and leadership to the College's annual giving program as it supports and drives the mission of the College and the strategic plan for the Office of Development and Alumni Relations.

ESSENTIAL JOB RESPONSIBILITIES

Responsibility	% of Time
Volunteer Management <ul style="list-style-type: none">•Coordinate and steward the Class Fund Directors during the fiscal year planning.•Train and supervise the activities of the Class Fund Directors as they solicit classmates and work to promote the College through fundraising.•Recruit and steward Class Fund Directors so the program continues into perpetuity.•Support the functions of the fall and spring Volunteer Weekends, Reunion Weekend, and other related office and college events/gatherings.	40 %
Project Management and Strategic Planning <ul style="list-style-type: none">•Develop a 12-month strategic fundraising plan for the Class Fund Directors Program that includes direct mail, email, phone, and social media.•Design messaging for use by Class Fund Directors that aligns with the message of the Development and Alumni Relations Office and the goals of the College.•Monitor effectiveness of the program, utilizing the Annual Giving Assistant to help analyze reporting and identify areas of growth and improvement.	35 %
Annual Giving Leadership Prospects <ul style="list-style-type: none">•Encourage increased philanthropic support through management of 100 annual giving prospects.•Personally solicit leadership donors to increase giving by completing 50 visits to annual giving prospects.	20 %

- Personally steward leadership donors to maintain leadership gift level of annual giving prospects.
- Collaborate with Major Gifts to identify annual giving prospects that may yield major gifts in the future, thus creating a giving pipeline.

Ongoing

- Responsible for integration and coordination of annual giving efforts with office and college colleagues and constituents. 5 %
- Model strong and loyal philanthropic support for Grinnell College.
- Participate in the life of the College.
- Other duties as assigned.

GENERAL RESPONSIBILITIES

1) Maintain regular and reliable attendance. 2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources. 3) Understand and comply with the policies of the College Staff Handbook. 4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs. 5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals. 6) Protect confidentiality of College information. 7) Provide leadership to others through example and sharing of knowledge/skill. 8) Communicate with others in a courteous and helpful manner. 9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing. 10) Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

	Yes	No
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Does this job have supervisory responsibilities? X
 (place an "x" in the appropriate box)

	Place an "x" in the appropriate box	If yes, how many?
Student Staff <input checked="" type="checkbox"/> X		5-10
Non-exempt		
Exempt		

If "Student Staff" - Approximately how many total hours of student staff? 30+ hours/ week

LEADERSHIP:

	Do Not Enter
Supervise/manage/direct the selection, training, development, appraisal and work assignments of personnel.	0 %

SUPERVISION RECEIVED

	Do Not Enter
General Direction: receive very general guidance with respect to overall objectives; work is usually quite independent of others; operate within division or department policy guidelines using independent judgment in achieving assigned objectives.	0 %

EDUCATION

Degree/Diploma	Program of Study	Required/Preferred

Bachelors

Required

Additional Educational Requirements

EXPERIENCE

Do Not Enter:

One year or more

0 %

COMPUTER OPERATIONS

Do Not Enter:

Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

0 %

CERTIFICATES, LICENSES, REGISTRATIONS

TRAVEL

Do Not Enter

Occasional overnight travel (up to 20%) by land and/or air.

0 %

ADDITIONAL INFORMATION OR QUALIFICATIONS

ESSENTIAL FUNCTION ANALYSIS

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

MENTAL/COGNITIVE REQUIREMENTS

Under 1/3

1/3 to 2/3

Over 2/3

Analyzing information or data

X

Effective communication skills (written and verbal)

X

Composing & comprehending communication materials (written and verbal)

X

Establishing effective interpersonal relationships

X

Adjusting to changes (work load, environment, department structure, etc.)

X

Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.

X

Making decisions of moderate to substantial consequence

X

Performing mathematical calculations X

Editing reports or technical materials

X

Planning and organizing (work load, schedules, events, etc.)

X

	Under 1/3	1/3 to 2/3	Over 2/3
Handle stressful, emotional and/or frustrating situations		X	
Working with numerous distractions	X		
Working under a time pressure and within timelines/deadlines		X	
Coordinating work with others			X
Handling multiple assignments and priorities			X
Completing work in an accurate manner		X	
Concentrating - maintaining attention to details and tasks		X	
Memory functions (remembering names, details and procedures)		X	

PHYSICAL REQUIREMENTS

	Under 1/3	1/3 to 2/3	Over 2/3
Stand	X		
Walk	X		
Sit			X
Ability to walk up or down stairs	X		
Use hands to finger, handle, or feel	X		
Reach with hands and arms	X		
Climb or balance	X		
Stoop, kneel, crouch, or crawl	X		
Talk or hear			X
Taste or smell			
	Under 1/3	1/3 to 2/3	Over 2/3

Up to 10 pounds	X
Up to 25 pounds	X
Up to 50 pounds	X
Up to 100 pounds (with an assisted device)	
More than 100 pounds (with an assisted device)	

GENERAL PHYSICAL REQUIREMENTS

	Do Not Enter
Light physical activity performing non-strenuous daily activities.	0 %

VISION REQUIREMENTS

	Do Not Enter
Close vision (clear vision at 20 inches or less)	0 %

WORK ENVIRONMENT

Under 1/3

1/3 to 2/3

Over 2/3

- Wet or humid conditions (non-weather)
- Extreme cold (non-weather)
- Extreme heat (non-weather)
- Outdoor weather conditions X

- Work near moving mechanical parts
- Work in high, precarious places

- Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)
- Toxic or caustic chemicals
- Work with explosives
- Risk of electrical shock

Under 1/3

1/3 to 2/3

Over 2/3

- Vibration (i.e. operating jackhammer, impact wrench)
- Risk of radiation
- Confined Spaces

ENVIRONMENTAL CONDITIONS

Do Not Enter

Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

0 %

TYPICAL NOISE LEVEL

Do Not Enter

Moderate noise (examples: business office with computers and printers, light traffic)

0 %

ADDITIONAL INFORMATION

Employee Statement of Understanding

As an employee, I will strive to uphold the mission and core values of Grinnell College. I understand that my work and my presence contribute to the teaching and learning environment. I have read and understand the job description for my position and I am able to perform the essential functions of this position as stated. I agree to comply with college policies and all laws, rules, regulations, and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law, unsafe work environment or practices, sexual harassment, discrimination, or other misconduct to a supervisor or other designated college official. I further understand that should I have a workplace injury, I will report it to my supervisor and/or the Office of Human Resources promptly.