

Winthrop University

NOTICE OF JOB VACANCY

February 2, 2018

Position	Annual Philanthropy Manager CC30-Alumni/Development Manager I		
Department	University Advancement		
Band/Level	06/02	Vacancy No.:	201843
Starting Salary	\$ 41,561 Minimum per year; actual salary depends on qualifications		
Minimum Training and Experience			
Bachelor's degree and two to three years of professional experience in a development office, including experience with annual giving and/or phonathon programs.			
Knowledge, Skills and Abilities			
First-hand knowledge of annual giving and/or phonathon programs. Demonstrated verbal and written communication and customer service skills. Computer literacy and ability to learn Raiser's Edge donor database system and related software. Ability to relate to and work well with Winthrop's student body; handle sensitive and confidential information appropriately and with discretion; and work regular evening hours during student phonathon and periodic weekend hours for University Advancement/Alumni Relations events. Supervisory experience helpful.			
Major Duties			
Reporting to the Executive Director for Alumni Relations and Annual Giving, the Annual Philanthropy Manager is a key professional responsible for providing leadership in achieving annual giving fundraising goals. Administers Winthrop's Phonathon Program in the fall and spring semesters; hires, trains and supervises student callers; and evaluates program and processes and makes recommendations for change, as necessary. Develops and executes a host of email, direct mail and other annual giving appeals. Develops other discrete annual giving appeals and initiatives to complement overall Annual Giving program goals and alumni giving participation. Performs other related duties as required.			

To apply, access www.jobs.sc.gov to submit an on-line application no later than

February 21, 2018

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