**Bethany College**

**Lindsborg, KS**

**Associate Director of Annual Fund and Stewardship**

**Description**

The Associate Director of the Annual Fund and Stewardship reports to the Director of Development and will focus on implementing a year-round fundraising plan for the Annual Fund, the foundation of the school's fundraising initiatives. The fundraising plan will include goals, strategies, and programming that aim to build and engage our donor base. This person will work to ensure effective administration of annual fund gifts through a stewardship process that includes: acknowledgment letters, recognition of donors, event planning, and the delivery of any necessary reports and communications to appropriate constituents. This position is responsible for the stewardship of the endowed scholarships and positions which includes annual recognition events.

ESSENTIAL FUNCTIONS:

* Serve as strategic partner to the Advancement team by attending meetings and participating in continuous process improvement.
* Enhance and execute Bethany College's annual fundraising plan, to include but not limited to: Annual Funds, Endowed Funds, Flash Campaigns, crowdfunding and special fundraising projects.
* Create and manage a system of donor appeal methods such as electronic and direct mail, face to face solicitations, and events.
* Responsible for implementation of annual scholarship luncheon.
* Develop and maintain ongoing relationships and communications with donors.
* Utilize Jenzabar database to track prospect solicitations and donor engagement.
* Collaborate on publications and department mailings.
* Draft and coordinate Annual Fund and Endowed Fund solicitations and acknowledgment letters.
* Work with staff to plan and effectively execute fundraising events and donor receptions.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned.

**Requirements**

* Bachelor's degree required
* Excellent skills in written and oral communication
* Experience in development responsibilities at the collegiate level preferred

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