



Position title: Associate Director of Leadership Giving

Supervisor: Senior Director of Leadership Giving

Classification: Administrative, exempt, full-time

Join a dynamic team at the Kutztown University Foundation (KUF) as we celebrate the completion of our first comprehensive campaign, [Together, We're Golden](#), and begin to shape our next campaign.

The right candidate will be a self-starter ready to roll up their sleeves to help lay the groundwork for our next campaign.

We offer competitive compensation and benefits, as well as the opportunity to make transformational changes for tomorrow's leaders. Learn more about the organization and team at www.kuf.org.

Duties and Responsibilities:

- Actively manage a portfolio of major and planned giving prospects based on recent wealth screening data
- Work effectively with colleagues within the Foundation and throughout the University to plan and execute fundraising and engagement strategies to benefit Kutztown University students and the larger campus community
- Collaborate with the Senior Director of Leadership Giving, Foundation, and University leadership to develop, shape, and implement strategy to achieve overall fundraising and campaign goals, priorities, and objectives
- Conduct a minimum of 12-15 personal visits each month with 60-75% time spent traveling and meeting with potential donors
- Coordinate the involvement of appropriate board, volunteer, faculty, and/or staff members in the planning of cultivation, solicitation, and/or stewardship strategies for donors, as appropriate
- Responsible for preparing proposals and presentations for prospects
- Actively engage in monthly prospect management meetings and complete all related documentation in a prompt and thorough manner, including entering all call reports into database with appropriate documentation
- Participate in Foundation and University events
- Other duties as assigned

Skills, Professional Background, and Abilities:

- Bachelor's Degree required
- 3-5 years' experience in a comparable position, with preference for experience in higher-ed fundraising
- Strong organizational and project management skills with the established ability to navigate a fast-paced environment featuring multiple assignments and quickly changing priorities.
- Demonstrate the ability to meet deadlines and manage several projects simultaneously
- Possesses outstanding interpersonal and written communication skills
- Demonstrated creativity and strategic thinking, with the ability to take initiative
- Thorough knowledge of standard desktop software applications such as Microsoft Word, Excel, PowerPoint, etc.
- Ability to learn to use Blackbaud Raiser's Edge NXT, Blackbaud Guided Fundraising, and preferred web-based online fundraising platforms
- Engenders a collegial team environment
- A thorough understanding of the relationship between an institutionally-related foundation and its university is helpful
- Ability to relate comfortably to donors, alumni, parents and volunteers, as well as to faculty/staff members, administrators and other staff

- Ability to handle sensitive and confidential information
- Occasional evenings and weekends required

This position will remain open until filled; however, preference will be given to applications received by **Friday, May 17**.

Please submit **cover letter, resume, and salary requirements** to:

Kutztown University Foundation
PO Box 151
Kutztown, PA 19530
employment@kuf.org