

**Position title:** Philanthropy Officer

**Supervisor:** Associate Director of Analytics & Research

**Classification**: Administrative, exempt, full-time

Join a dynamic team at the Kutztown University Foundation (KUF) as we wrap up a comprehensive $40M campaign six months early due to exceeding our goal. We seek an energetic and committed individual aimed at supporting students pursuing a degree at Kutztown University (KU).

The right candidate will be a motivated professional ready to help lay the groundwork for our next campaign. This position will primarily oversee the management of student employees within the Foundation’s Engagement Center.

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](http://www.kuf.org).

**Duties and Responsibilities:**

1. Manage/Supervise Student Employees
   * Student employment: recruitment, scheduling, and training
   * Pull and assign lists for student callers
     + Set goals and motivate team morale
     + Generate a culture of accountability among student employees
   * Record and report on the number of calls made per shift and dollars raised and provide weekly summaries to KUF leadership
2. Manage Class Gift
   * Schedule table and incentives for Class Gift during Grad Fest
   * Create and maintain materials for Class Gift
   * Manage commencement obligation in regards to Class Gift
3. Support and Assist Annual Campaigns & Events
   * 1866 Minute Giving Challenge
     + Lead presentations and education pieces to campus partners (as assigned)
       - Student clubs and organizations
       - Recruit student leaders to champion their 1866 teams
       - Tabling opportunities throughout fall to educate and hype the student body
     + Build and maintain giving platform team pages
       - Create aesthetically pleasing and well-written team pages
       - Offer support to team leaders who want updates to their page/photo
     + Day-of-event support
       - Tabling and building enthusiasm in both the MSU and Rec Center
       - Organize and incentivize student body to participate in 1866 hype on social media
   * Work in the Giving Platform to support other events
     + Golf Tournament set-up and follow-up with reports (weekly)
     + Set up other special crowd funding pages (as assigned)
     + Follow up on pledges and/or significant donations with stewardship outreach, in collaboration with the Assistant Director of Stewardship
4. Annual Gift Officer Duties
   * Attend priority events/tabling opportunities
     + KUF events
     + Support KU initiatives like admissions, welcome day, orientation, etc.
   * Maintain contact with a small portfolio of annual leadership gifts as assigned by the Associate Director of Analytics & Research
     + Renew gifts and pledges with highly rated annual donors
     + Make acquisition calls to highly rated prospects
     + Steward gifts/donors who are new to KUF
     + Screen/qualify interest of donors/prospects in order to build a pipeline and/or to referral to the Director of Development, Associate Director of Athletic Advancement or Associate Director of Analytics & Research
5. Other Duties
   * Assign other duties to Student Employees as appropriate and as discussed with leadership
     + Collaborate to meet the needs from other departments
     + Attend and/or assign shifts for special events with campus partners
   * All other duties as assigned

**Skills, Professional Background, and Abilities:**

* Bachelor’s Degree required plus a minimum of one year of relevant advancement experience
* Supervisory experience required
* Excellent oral and written communication skills
  + Ability to communicate effectively with a wide range of individuals in a challenging environment
* Thorough knowledge of standard desktop software applications such as Microsoft Word, Excel, PowerPoint, etc.
* Ability to learn and use Blackbaud Raiser’s Edge NXT CRM system
* Ability to learn and use VanillaSoft queue-based lead management system
* Demonstrate the ability to meet deadlines and manage several projects simultaneously
* 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
* An understanding of Kutztown University and the Kutztown University Foundation missions.
* Evening and weekend work required

This position will remain open until filled; however, preference will be given to applications received by **May 31, 2023.**

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

Kutztown University Foundation

Attn: Associate Director of Analytics & Research

PO Box 151

Kutztown, PA 19530

employment@kuf.org