



Position title: Annual Giving Specialist

Supervisor: Senior Director of Philanthropy

Classification: Administrative, non-exempt, part-time

The Annual Giving Specialist is responsible for managing the student Engagement Center and providing on-site leadership to student callers in support of the overall mission and activities of Kutztown University Foundation and its fundraising operation. A valuable member of the development team, the Annual Giving Specialist must be able to interact effectively and collaboratively with students, KUF team members, donors and university partners. The ideal candidate possesses a commitment to team-building, strong project management skills, and demonstrated ability in communications and teamwork.

This position is for 20 hours/week of work (300 hours per fall and spring semester) and hourly rate is \$18.75. Monday-Thursday 3:30-8:30 p.m. (10 weeks in the fall and 10 weeks in the spring).

Duties & Responsibilities:

- Responsible for daily oversight of the Engagement Center, managing a team of student employees (15) to ensure the Center is prepared for broad-based outreach via phone and email
- Provide day-to-day oversight for shifts and operation including, but not limited to, script development, segmenting, Blackbaud Guided Fundraising software management, training materials, HR paperwork and fulfillment paperwork
- Recruit, hire, and coordinate training opportunities for all callers including a student management team
- Actively manage student supervisors as well as student callers. Develop appropriate incentives and motivational programs.
- Be present at evening call shifts and actively monitor calls and outcomes
- In coordination with colleagues in Advancement Services and the Business Office, ensure all activity and reports are entered in a timely, accurate manner
- Analyze reports and progress. In consultation with Annual Giving staff, seek to maximize outreach efforts.
- Assist in the management and development of the budget for the Engagement Center program
- Other duties as assigned

Skills, Professional Background and Abilities Required:

- Bachelor's Degree
- Superior organizational and project management skills
- Possesses outstanding interpersonal, verbal, and written communication skills
- Thorough knowledge of standard desktop software applications such as Microsoft Word, Excel, PowerPoint etc.
- Ability to learn and utilize fundraising programs such as Blackbaud Raiser's Edge NXT, Blackbaud Guided Fundraising, and preferred web-based online fundraising platforms.
- Preference for students enrolled in a KU graduate program
- An understanding of the relationship between an institutionally-related foundation and its university is helpful
- Ability to relate comfortably to students, donors, alumni, parents and volunteers, as well as to faculty/staff members, administrators and other staff
- Ability to handle sensitive and confidential information

Please submit cover letter and resume to:

Kutztown University Foundation

P.O. Box 151

Kutztown, PA 19530

employment@kuf.org