



Student & Young Alumni Giving & Participation Specialist (full-time, 35 hours/week)
University Advancement
Position 102047

Position Summary: Reporting to the Director of the University Fund, the Student and Young Alumni Giving and Participation Specialist works independently and in collaboration with members of the Division of University Advancement to engage and educate students on the importance of philanthropic support to the Catholic University community. Recruiting and working with current students for the Student Philanthropy Council, this position will design, manage and staff student philanthropy focused events, create and implement a multi-channel communications plan for educating and soliciting students. Working with colleagues in the alumni office and the Young Alumni Council this position will create effective young alumni giving strategies and manage the Annual Fund's participation challenges.

Solicit students and young alumni from before graduation through their 5th year reunion and will lead the 5th year reunion committee. The successful candidate must be comfortable soliciting donors and friends of Catholic University for annual fund gifts. Some travel is required, as 10% of the time will be spent outside the office engaging with young alumni. Visits mostly consist of travel in the DMV (District, Maryland, Virginia) area.

Essential Responsibilities Include: Manages the student philanthropy program at Catholic University including recruitment, training, and supervision for the Student Philanthropy Council. Establish goals and outcomes for student giving in partnership with the Director of the Annual Fund. Grows the existing student philanthropy program with particular focus on increasing student involvement and awareness of the impact of philanthropy at Catholic University. Creates opportunities for students to build relationships within the alumni community.

Cultivates relationships with members of the Red Feather Society after graduation and through their 10th reunion. Responsible for stewardship and membership renewal through face to face visits (20 annually) and engagement events and programs. Seeks input from Young Alumni Council on potential programs and events. Establish membership renewal percentage goals in partnership with the Director of the Annual Fund.

Leads efforts around the 5th year reunion including the management of the 5th year reunion class committee and coordination of class fund raising efforts. Work with alumni relations team and Young Alumni Council to recruit alumni to serve as Reunion committee volunteers-solicit their gifts, train them, provide strong support for their outreach efforts, and tracks progress against class goals

In partnership with the Director of the Annual Fund, manage and provide direction for the annual giving challenges, including but not limited to The Founders Day Giving Challenge, Giving Tuesday, and The Alumni Athletics Giving Challenge. Effectively communicate results of student and alumni outreach to appropriate personnel, such as other Advancement and University staff. Utilizes University Advancement's database to document call reports and other relevant information about donor and prospect moves management. Works with Catholic University Annual Fund office and other members of the Division of University Advancement to meet annual fund goals. Develop and maintain an excellent knowledge and understanding of the higher education fundraising climate and be constantly looking to identify and implement innovative and creative fundraising techniques, both in terms of student engagement and advancement activities in general. Attends Cardinal Weekend and other university events as needed. Helps plan student and young alumni donor and volunteer recognition events throughout the year.

Minimum Qualifications: A Bachelor's Degree with one to three years of student engagement/advising and fundraising experience required. Experience working in a higher education fundraising office is preferred. Working knowledge of Microsoft Office applications and ability to learn new software programs and functions including donor database and online community. The Coordinator must demonstrate a high level of organization, initiative, professionalism, flexibility, and discretion. Ability to accept and process feedback and a collaborative working style are essential.

Must have excellent communications, organizational, and inter-personal skills. Attention to detail and ability to follow through on projects from conception and planning to implementation and evaluation is necessary. Must have excellent communications, organizational, and interpersonal skills. Ability to communicate effectively with University colleagues, students, faculty, staff, and alumni. Attention to detail and ability to follow-through on projects from conception and planning to implementation and evaluation is necessary. Must be willing to work independently in a fast-paced environment. Outgoing personality—applicant should be flexible, hospitable, gracious, assertive, motivated, independent, creative, resourceful, and have an ability to solve problems calmly and quickly. Strong listening and comprehension skills—applicant must be able to listen to instructions carefully and correctly follow directions. Strong communication skills—applicants should write clearly, be able to follow written directions, and be able to speak effectively in front of large groups. The ability to drive a vehicle (campus or non-campus) on behalf of university business.

Possession of current and valid U.S. driver's license appropriate to the type of university vehicle and an acceptable Motor Vehicle Driving Record (MVR) as stipulated in the Vehicle Guidelines and Procedures Manual administered through the office of Environmental Health and Safety. Annual clearance of MVR check through the Office of Environmental Health and Safety.

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to: CUARecruitment@cua.edu. Reference position 102047 in subject line of email. Resumes that include photos on resumes will not be accepted. Save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

THE CATHOLIC UNIVERSITY OF AMERICA

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