Position Summary: Reporting to the Director of the CUA Fund, the Assistant Director of the CUA Fund works independently and in collaboration with members of the Division of University Advancement to identify, cultivate and solicit leadership annual unrestricted gifts from current donors and prospects. S/he will communicate the values and mission of The Catholic University of America to alumni and friends through face-to-face meetings, phones calls and written correspondence. The successful candidate must be comfortable soliciting donors and friends of CUA for annual fund gifts of $500 - $10,000+. Significant travel is required as 75% of the time will be spent outside the office visiting with donors and prospects. In addition, s/he will collaborate with the members of the CUA Fund team on the annual fund’s direct marketing program, including direct mail, phone-a-thon, and email solicitations. This position requires a command of up-to-date principles of annual giving, and a high level of organization, and professionalism, together with the skills to be a successful frontline fundraiser.

Essential Responsibilities Include: Build, grow, and manage a portfolio of leadership annual giving prospects. Develop prospect strategies, cultivate and solicit University donors and prospects resulting in the increase of CUA Fund gifts through personal solicitation visits, phone calls, and written communication. Conduct introductory visits with discovery prospects as well as visits with leadership-level annual fund donors (1,500+); with an annual goal of at least 125 face to face unique visits. Prepare proposals, solicitation letters and other development materials for annual fund prospects and donors. Coordinate ongoing stewardship activities, in conjunction with donor relations team, to further enhance the relationship between the donor and the University.

Effectively communicate results of contacts to appropriate personnel, such as other Advancement and University staff. Utilizes Millennium database to document call reports and other relevant information about donor and prospect moves management. Assist the Director of the CUA Fund to develop the solicitations strategies for the annual fund including e-appeals, direct mail, and phone-a-thon which help reconnect alumni with their alma mater and communicate the value of annual giving in order to increase participation and retention at all levels. Assist in the management of reunion class committees and solicitation reunion class members; attend University events and functions.

Minimum Qualifications: A Bachelor’s Degree with two (2) to four (4) years’ of fundraising, public relations or related professional experience, preferably in higher education or independent schools. Excellent oral and written communication skills. Ability to handle deadline pressure and multi-task. Detailed-oriented, with the ability to prioritize and see projects to completion. Donor-focused and able to work with minimal supervision. Experience in face to face solicitations preferred. Creativity and initiative required. Basic computer skills.

Preferred Qualifications: Experience with higher education.

This position requires driving on behalf of University business. Possession of a current and valid U.S. driver’s license is required along with an initial MVR clearance check. An annual MVR clearance check is conducted thereafter.

How to apply: forward resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101646 in subject line of email. Applications close on 5/16/16.

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