

West Chester University Foundation
Assistant Director of Annual Engagement

The West Chester University Foundation is currently looking for an **Assistant Director of Annual Engagement** to join its dedicated, dynamic, and collaborative Development team!

The **Assistant Director of Annual Engagement** is responsible for assisting in the development, organization, and success of the Annual Fund. Additionally, this position will assist in the organization of fundraising and engagement opportunities to attract alumni, donors, and other key constituents.

At West Chester University Foundation, we focus on building a team and working environment where individuals can succeed professionally and personally. We work with the mindset that an organization is healthy when we work with passion, respect, innovation, dedication, and a high degree of ethics.

As a member of our team, you will have a direct impact on a meaningful mission that engages donors and other partners to drive student success. We know that succeeding in our mission of helping West Chester students to achieve more is critical and requires incredible talent and teamwork. We invest in our employees by providing the tools, knowledge, and environment necessary to achieve these goals.

More about the WCU Foundation can be found at www.wcufoundation.org.

Essential Job Functions:

- Develop and execute a Leadership Annual Giving Program.
- Manage a pool of targeted annual giving prospects with and without a giving history.
- Develop marketing materials such as emails and direct mail targeting prospects with guidance from the Director of Annual Giving and in collaboration with the marketing department.
- Extend personal outreach through emails, calls and hand-written notes to encourage further engagement and gift upgrades.
- Assist in creating opportunities for engagement with the WCUF President, VP's and WCUF CEO.
- Manage and execute targeted annual Athletic appeals including Athletic Week of Giving communication with coaches and the Director of Athletics, social media outreach, mail solicitations and crowdfunding content.
- Serve as main contact for communication with coaches and collection of parent/family data from student-athletes for Athletic Friends and Family annual campaign.
- Other projects and responsibilities may be added at the manager's discretion.

Job Requirements/Qualifications:

- Bachelor's degree required
- One (1) to three (3) years' experience in development, preferably in an educational or non-profit environment
- Proficiency with MS Office (Word, Excel, Outlook, Teams)
- Effective oral and written communication skills
- Ability to clearly communicate by email, phone or in person to obtain and deliver detailed information
- Ability to act with integrity and professionalism
- Demonstrated ability to empower others, manage change and foster teamwork
- Must demonstrate a strong customer service focus to foster cooperative relationships both internally and externally
- Must possess excellent attention to detail
- Ability to work independently, and to organize and prioritize work

We are pleased to offer a competitive salary range of \$45,000 - \$50,000 commensurate with experience and ability and includes full benefit package such as paid time off, medical, dental and life insurance, and employer contribution to retirement plan. For details on available benefits, please refer to the Benefits Summary on our website <http://www.wcufoundation.org/careers>. No relocation assistance is available for this position. Applicants must submit a **letter of interest highlighting relevant professional accomplishments, a current resume, three references, and salary requirements.**

Please apply by sending requested documents to hr@wcufoundation.org. Review of applications will begin immediately and will continue until the position is filled.

West Chester University Foundation is an Equal Opportunity Employer. Applicants for positions are considered without regard to race, creed, color, country of origin, sex, age, citizenship, disability, sexual orientation, or any other protected characteristics established by law.