

## MIT Job Description

<b>Job Title:</b> Annual Fund Officer 2	<b>Position Title:</b> Annual Giving Officer
<b>Reports to:</b> Director, Annual Giving	<b>% Effort or Wkly Hrs:</b> 40 hours/week
<b>Department:</b> Office of External Relations	

### **Position Overview:**

The Annual Giving Officer will focus on the dollar and donor growth of MIT Sloan’s unrestricted fund, working closely with colleagues across multiple teams. They will manage a portfolio of prospective donors to solicit gifts between \$500 and \$10,000. A core expectation in this role is to provides strategic and operational support for MIT fundraising activities, including collaborating with colleagues to set donor portfolio strategy, and cultivating and stewarding annual giving donors. The Annual Giving Officer will also be responsible for writing appeals and stewardship pieces as well as creating and executing on donor retention strategies.

### **Principal Duties Responsibilities (Essential Functions):**

- Portfolio management – 60%
  - Outline and execute best fundraising practices prioritizing donor retention;
  - Manages assigned prospects/programs with the objective of identifying, cultivating, soliciting, and stewarding donors and prospects with the capacity to make a financial commitment to MIT.
  - Manage a portfolio of approximately 200 \$1,000+ annual fund donors and successfully complete 120 prospect meetings per year;
  - Maintains strong communication links with various staff and colleagues across MIT to ensure a coordinated approach to prospect engagement.
  - Provides timely and constructive contact reports to all interested parties and delivers timely and effective follow-up to prospects and donors.
  - Works collaboratively to maintain a strong stewardship strategy for portfolio donors.
  - In consultation with the Director of Annual Giving, set a target for number of solicitations per year, with the goals of achieving a progressive annual revenue target as the portfolio is cultivated.
- Project work – 30%
  - Prepare text for annual fund solicitations, cultivation, and stewardship pieces.
  - Leverage giving days, mass solicitations, and the loyalty society to increase donor retention.
  - Coordinates and/or provides input into major elements of projects, programs or systems.
- General responsibilities and other duties – 10%

- Participate and support all staff high profile alumni events, including Reunion Weekend
- Identify and invite prospects and donors to Sloan events, as appropriate, and to meet with appropriate faculty and staff.

### **Qualifications & Skills**

#### **Required:**

- Bachelor's degree
- Minimum of 3 years of relevant experience required.

#### **Preferred:**

- Superior judgment, diplomacy, discretion, and interpersonal skills including the ability to interact with high-profile individuals comfortably and appropriately;
- An appreciation for fundraising as long-term relationship building;
- An ability to become familiar with and successfully articulate MIT Sloan's mission, culture, academic programs, departmental objectives/priorities, and funding opportunities;
- An ability to work independently and collaboratively as a part of a team;
- Demonstrated capacity to work effectively with potentially large benefactors, including superior communication and presentation skills;
- Intellectual curiosity;
- Ability and willingness to travel domestically when travel is approved by MIT Sloan.
- Proven ability to maintain a positive attitude and be an active team member with a willingness to be flexible and take on new projects as they arise.
- Ability to work productively and efficiently from home with longer term work remote option negotiable
- Willingness to play an active role in the Office of External Relations community.

### **Supervision Received**

Reports to Director, Annual Giving

### **Supervision Received**

N/A

### **Competencies:**

#### **Collaborate**

- **Works towards team success** with humility, as both a member and a leader of formal and informal teams
- **Collaborates with others** while respectfully advancing organizational goals and achieving desired outcomes
- **Communicates openly and effectively** by exchanging high-quality information, ideas, and opinions in an open and timely manner within and outside the school

#### **Contribute**

- **Manages ambiguity and navigates change** while being comfortable and confident working in a fast-paced and changing environment

- **Demonstrates desire and drive for learning** that enhances individual performance and contributes to organizational effectiveness
- **Is self-directed and proactive while advancing work and achieving results**

#### **Engage**

- **Acts with caring and a sense of community** while demonstrating genuine respect towards every person
- **Fosters innovation and experimentation** by applying original thinking, expertise, and professional experience to solve problems and develop new options and approaches
- **Builds diversity and inclusion** by modeling and promoting the MIT values and contributing to an environment where everyone feels supported and is able to thrive