

MIT Job Description

Job Title: Annual Fund Officer 2	Position Title: Assistant Director, Impact and Reunion Giving
Reports to: Associate Director, Annual Giving	% Effort or Wkly Hrs: 40 hours/week
Department: Office of External Relations	

Position Overview:

The Assistant Director of Annual Giving, Impact and Reunion Giving, 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 with capacity to make gifts between \$500 and \$10,000. A core expectation of this role is to provides strategic and operational support for MIT fundraising activities, including volunteer management and development of comprehensive impact-driven cultivation and stewardship plan for annual donors.

Principal Duties Responsibilities (Essential Functions):

- Portfolio management – 50%
 - Outline and execute best fundraising practices prioritizing donor retention and acquisition while leverage fundraising opportunities such as reunion and impact-driven philanthropy;
 - 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 600 annual fund donors with the capacity to make a gift of \$500 - \$10,000.
 - Maintains strong communication links with various staff and colleagues across MIT and the Office of External Relations to ensure a coordinated approach to prospect engagement.
 - Prepares timely, thoughtful, and complete contact reports, project plans, and deliverables to all stakeholders and provides effective follow-up to prospects, volunteers, and internal partners.
 - Works collaboratively to maintain a strong stewardship strategy for portfolio donors to encourage donor retention.
 - Successfully complete 50-100 prospect meetings per year, achieving a progressive annual revenue target as the portfolio is cultivated in line with revenue and solicitation goals developed, in consultation with the manager.
- Project work and volunteer management – 30%
 - Identify, recruit, train and solicit reunion fundraising volunteers, and provide information and assistance to volunteers on an ongoing basis to support their ability to carry out peer-to-peer solicitations to drive revenue.

- Work with internal partners to develop fundraising goals and strategies, execute on reunion giving strategy to achieve to achieve both dollar and participation goals.
- Help lead a successful reunion fundraising program through best volunteer-management practices.
- Maintains strong communication links and fosters a collaborative environment with stakeholders and colleagues across MIT to ensure a coordinated approach to prospect engagement.
- Responsible for leveraging giving days, mass communications, and the loyalty society to support Reunion giving, and fundraising efforts.
- Partner with Associate Director of Constituent Giving to ensure coordinated outreach to reunion alumni through direct marketing, mass-communications, and other engagement methods.
- Serve as project manager for the Annual Fund Impact Areas, providing content to cultivate, solicit and steward donors, while working to increase giving to these unrestricted funds.
- General responsibilities and other duties – 20%
 - Staff all on-campus high-profile alumni events, and appropriate regional events as indicated by OER leadership, and meet on-campus with alumni visiting the school
 - Serve as Annual Fund ambassador across fundraising staff in the Office of External Relations to encourage collaboration and innovation and achievement of goals

Qualifications & Skills

Required:

- Bachelor's degree
- Minimum of 3 years of relevant experience required.
- Ability to work productively and efficiently both from home, and in the office under a decided upon Flexible Work Agreement; a minimum of 20 days worked on-campus each year.

Preferred:

- An ability to work independently and collaboratively as a part of a team;
- Willingness to play an active role in the Office of External Relations community.
- Ability and willingness to travel domestically when travel is required to achieve established goals.
- Superior judgment, diplomacy, discretion, and interpersonal skills including the ability to interact with high-profile individuals comfortably and appropriately;
- An ability to become familiar with and successfully articulate MIT Sloan's mission, culture, academic programs, departmental objectives/priorities, and funding opportunities;
- Demonstrated capacity to work effectively with potentially large benefactors, including superior communication and presentation skills;
- Intellectual curiosity;
- 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.

Supervision Received

Reports to Annual Giving Officer

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