

MIT Job Description

Job Title: Annual Giving Officer 2	Position Title: Assistant Director of Annual Giving
Reports to: Director, Annual Giving	% Effort or Wkly Hrs: 40 hours/week
Department: Office of External Relations	Grade 7

Position Overview:

The Assistant Director of Annual Giving will focus on the dollar growth of MIT Sloan’s Annual Fund by working to secure and upgrade Dean’s Circle donors and financial growth for the School overall by qualifying prospects for major and/or principal gifts. They will work with a large pool of prospective leadership annual fund donors (roughly 2,000) each year who have been identified with the potential capacity to make gifts between \$2,500 and \$50,000 and are not assigned to a relationship manager. They will reach out primarily by phone and email to secure 100-120 solicitation meetings, primarily virtual although in-person meetings may take place if prospects come to campus and/or if the Assistant Director has another MIT Sloan OER reason to travel to a region.

The Assistant Director collaborates with colleagues and management to contribute to and set donor pool strategy and operational support. Role will make renewal-focused solicitation calls in December and June and reach out to thank individuals from the pool who make MIT Sloan Annual Fund gifts throughout the year. The Assistant Director will use MIT database to record their activity, including maintaining proposals and contact reports, in a timely manner. They will also follow departmental guidelines for the handoff of qualified prospects and recommend removals from the leadership gifts pool to the Director of Annual Giving each year.

Role is eligible for a hybrid schedule that aligns with the department guidelines.

Principal Duties Responsibilities (Essential Functions):

- Solicitation Pool management – 90%
 - Provide strategic and operational support by managing a pool of approximately 2,000 annual fund donors with the capacity to make a gift of \$2,500 - \$50,000; successfully complete 100-120 prospect meetings (in person and via video call) per year.
 - Conduct phone and email outreach to renew donors with the capacity to make a financial commitment to MIT Sloan at the end of the calendar and fiscal years, as well as around MIT’s giving day.
 - Prepare timely, constructive, and complete contact reports, proposals, and deliverables for internal stakeholders; and deliver timely and effective follow-up to prospects and donors.
 - Personally thank donors within the pool for their MIT Sloan Annual Fund gifts. Work collaboratively to maintain a strong stewardship strategy for portfolio donors to encourage donor retention.
 - In consultation with their manager, set a target for number of solicitations per year and a dollar goal for the pool overall.
 - Leverage challenge opportunities, special events such as 24-Hour Challenge, Electives, or Reunion, etc. to encourage donors to give generously.
 - Annually assess the pool and add/remove prospects with approval from the Director.

- General responsibilities and other duties – 10%
 - Participate in and support all staff high-profile alumni events
 - Identify and invite prospects and donors to MIT Sloan events, as appropriate, and meet with appropriate faculty and staff.
 - Identify potential volunteers, letter signers, and/or donors to feature in publications.
 - Share trends in questions/concerns/objections and prospect responses to marketing materials, case for support, stewardship, etc. with colleagues.
 - Serve as Annual Fund ambassador across fundraising staff in the Office of External Relations to encourage collaboration and innovation.
 - Knowledge of fundraising/Annual Fund principles, theories, and concepts.

Other duties as assigned or required.

Qualifications & Skills

Required:

- Bachelor’s degree
- Minimum of 3 years of relevant experience required (e.g., personal solicitation, sales, etc.).

Preferred:

- An ability to work collaboratively and independently as a part of a team;
- Superior judgment, diplomacy, discretion, and interpersonal skills including the ability to interact with high-profile individuals comfortably and appropriately;
- An appreciation for annual fundraising as part of qualification and 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;
- 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. Limited supervision of duties

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

*** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.*
