
EVERGREEN

The Evergreen State College EMPLOYMENT OPPORTUNITY

Web: www.evergreen.edu/employment

Email: jobline@evergreen.edu

Phone: (360) 867-5361

TTY: (360) 867-6834

Fax: (360) 867-6823

Bulletin 2011-049NJ

Opens: December 22, 2011

Review of applications begins: January 9, 2012

Note: The College is closed on Monday, December 26th, 2011 and Monday, January 2nd, 2012

This position may close at any time after the review of applications begins.

ASSISTANT DIRECTOR, MAJOR AND PLANNED GIVING

SPECIAL NOTE

There is currently one full-time overtime-exempt Assistant Director position available on the Olympia Campus of The Evergreen State College. The position is an "at-will" appointment, exempt from Washington State Civil Service rules and the Fair Labor Standards Act overtime requirements. This position is funded by a grant. As such, it ends on June 30, 2015. The position is contingent on continued receipt of funding during the period of employment.

COLLEGE PROFILE

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, graduate programs, and public service centers that constitute a unique academic setting. The college values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. Current enrollment is approximately 4,800. For more information about Evergreen, please visit our college catalog or our website: <http://www.evergreen.edu>

COMPENSATION

- Experience and training may be considered in salary placement.
- Salary range is \$4,708 - \$5,414 per month of full time work.
- A full state benefits package which includes: paid sick and vacation leave; paid campus holidays; a generous medical, dental, life and disability insurance package for employees and dependents; retirement; deferred compensation and optional supplemental retirement accounts. For more information about Evergreen's excellent employee benefits, please visit: <http://www.evergreen.edu/payroll/employeebenefits.htm>
- Staff are eligible for a free local bus/transit pass;
- Staff are eligible for the statewide tuition waiver program.

POSITION PURPOSE

The Assistant Director sets the course and direction for all activities relating to Major and Planned Giving. The position is responsible for policies, procedures and methods of operation that facilitate the accomplishment of program goals and sets the tone for an energetic, enthusiastic and engaging environment for major and planned giving work.

DESIRED QUALIFICATIONS

- Five or more years of major gift fundraising, preferably in higher education and two or more years of management experience.
- Master's degree preferred.
- Commitment to liberal arts education and cultural diversity.

ESSENTIAL FUNCTIONS

- Supervise 4 staff members working on major gift cultivation, solicitation, stewardship and research.
- Plan, manage and implement the Major and Planned Giving Program.
- Implement corrective action to achieve monthly, quarterly, annual and appeal-specific targets.
- Develop strategies for maximizing revenue. This includes developing or altering plans depending upon cost analyses, developing, monitoring and assessing Major Gift Officer travel proposals, and managing the complexities of incoming major gift revenue.

ESSENTIAL FUNCTIONS (continued)

- Continually evaluate the efficacy of Major and Planned Giving by creating and producing reports that demonstrate performance against established metrics and financial targets. Develop realistic yet aggressive metrics and targets in collaboration with the Executive Director of Development and Alumni Programs.
- Adhere to policies, procedures and methods of operation for Major and Planned Giving.
- Coordinate with other fundraising staff (particularly the Annual Giving and Alumni team, advancement services and the Executive Director of Development and Alumni Programs) to maximize annual support and boost engagement.
- Oversee and plan special projects, events, and campaigns.
- Coordinate giving programs and related events.
- Develop and implement programs for major gifts staff professional development, process documentation and improvement, and progress tracking.
- Qualify and cultivate prospective donors.
- Develop and propose strategies for solicitation of major gifts, including: determining ongoing relationships with prospect/donor; recommending specific purpose and level of gift; identifying those to be involved in cultivation and subsequent solicitation; assuring that solicitations are carried out.
- Work closely with volunteers, faculty and senior administrators in major gift cultivation, solicitation and stewardship.
- Work closely with other advancement staff to ensure effective coordination of effort with their programs and to reinforce the prospect relationship continuum. In particular, contribute to annual giving and alumni programs.
- Participate, as required, in Advancement Division team efforts including solicitation strategy teams for key prospects and internal planning efforts.
- Keep current on programs and faculty/research/student initiatives at the College.
- Manage communications with major donors across a wide variety of media including web, email, direct mail, proposals, phone calls, presentations, etc.
- Write copy to support cultivation, solicitation and stewardship for major donors. Oversee copywriting undertaken by major gift group. Work with college relations staff and colleagues in other divisions to develop copy to drive major giving where appropriate.
- Co-ordinate an effective program for recognition, involvement and stewardship of major and special gifts donors.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand the needs and interests of major donors in order to develop relationships between them and the College.
- Interest in all aspects of education and a dedication to promoting the college's fundraising priorities through developing excellent working relationships with faculty, senior academic leaders, trustees and other volunteers, and the advancement office team.
- Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas.
- Ability to see and understand the objectives of the major gifts group, the individual giving group and the advancement division, and to integrate the major gifts program with those objectives.
- Ability to initiate, analyze, monitor, evaluate and alter strategic fundraising plans.
- Ability to articulate the case for support so that individuals "buy into" the vision/mission/goals of the College and understand with sufficient effectiveness to secure significant gifts and pledges.
- Excellent oral, written, interpersonal, analytical and organization skills required.
- Knowledge of new technologies used in fundraising and willingness to explore and to deliver new approaches to engaging donors using new technology.
- Knowledge of planned giving, tax laws that impact charitable giving, personal assets and estates.
- In addition to these general skills, the position requires the ability to participate in all aspects of the gift cycle: (1) to initiate contacts with potential major donors; (2) to develop appropriate cultivation strategies for them, including working with volunteers; (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with donors. Must also be able to mentor development officers through these five stages and support senior administrators and faculty in contributing to the cycle.
- Must be able to travel to meet the needs of the position.

CONDITIONS OF EMPLOYMENT

As a condition of employment, persons hired must provide proof of identity and employment eligibility within three (3) days of beginning work, and persons may be required to submit to a background check.

APPLICATION PROCESS

TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:

1. A **cover letter** of application that clearly states how you meet the **Desired Qualifications** and that thoroughly describes how your education, training, work experience, knowledge, skills, and abilities have prepared you to fulfill the **position purpose** and **essential functions** of the role.
2. A **writing sample**, preferably a 1-2 page case statement that demonstrates your ability to make a compelling argument for support.
3. A **resume** that includes a chronological work history including months and years of employment.
4. At least **three work-related references** (required) including the names, current addresses and telephone numbers and an Affirmative Action Data Sheet (optional). See attached forms.

Please carefully read the job bulletin and submit **all requested items by the review date for first consideration**. After the review of applications begins, this position may close without further notice. Applicants will not be notified once a closing date has been established. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials. By submitting a completed application for this position you are acknowledging that all of the information that you have submitted to apply for this job is true and complete to the best of your knowledge. You understand that The Evergreen State College may verify this information and that untruthful or misleading answers are cause for rejection of your application or dismissal if you are hired. If invited for an on campus interview, you may be required to pay your own travel expenses.

Materials may be submitted using any one of the following options:

- ❖ **Email:** jobline@evergreen.edu
- ❖ **Mail:** The Evergreen State College
Human Resource Services, LIB Room 3102
2700 Evergreen Parkway NW
Olympia, WA 98505
- ❖ **Fax:** (360) 867-6823
- ❖ **Or in person to the Human Resource Services office.**

Application materials submitted to the College become property of the College and will not be returned.

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to jobline@evergreen.edu.

Changes and/or modifications to this bulletin will be located in the Human Resource Services Office, Library Building, Room 3102 and on our web site at: www.evergreen.edu/employment

Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.

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AFFIRMATIVE ACTION DATA

Please complete and return this form with your employment application package.

Name: (Print) _____

Position: ASSISTANT DIRECTOR, MAJOR AND PLANNED GIVING - 2011-049NJ

How did you first learn of this position? _____

Thank you! Your feedback helps us to improve our outreach efforts for future recruitments.

The Evergreen State College is an equal opportunity employer. The College's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the college requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

This information will be separated from your application and handled confidentially by the Office for Equal Opportunity.

Please check any/all of the following that apply:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Male |
| <input type="checkbox"/> | Female |
| <input type="checkbox"/> | African American/Black |
| <input type="checkbox"/> | Asian/Pacific Islander |
| <input type="checkbox"/> | Age 40 or older |
| <input type="checkbox"/> | Caucasian/White |
| <input type="checkbox"/> | Hispanic/Latino |
| <input type="checkbox"/> | Person with a disability |
| <input type="checkbox"/> | Native American/American Indian/Alaska Native |
| <input type="checkbox"/> | Special Disabled Veteran (30% or more disability) |
| <input type="checkbox"/> | Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge) |

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REFERENCES

Name: (Print) _____

Position: ASSISTANT DIRECTOR, MAJOR AND PLANNED GIVING - 2011-049NJ

References: Please print or type: Name, position title, current address and telephone number.

1. _____

2. _____

3. _____

(List additional references on separate sheet)

"I hereby authorize The Evergreen State College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give."

Comments: _____

Signature of Applicant

Date