Annual Fund Program Coordinator
(University Development Project Coordinator 1)

Department: University Advancement
Salary Range: $2950 - $4480 monthly
Class: C2140 Recruitment #: S1602
Review Date: Review of applications begins immediately. Position open until filled.

This is a regular, full-time, 12-month position in the University Advancement department and is represented by the Oregon Public Employees Union/Service Employees International Union. The resource development arm of University Advancement is responsible for community relations, fund-raising, prospect research, alumni relations, and the operation of the Western Oregon University (WOU) Foundation.

QUALIFICATIONS
• 2 years of experience in Public Relations, or related. One year of this experience must have included the development and implementation of fund-raising or donor-cultivation events.
• Bachelor’s degree or three more years of relevant experience
• Ability to plan, coordinate, prioritize, and implement projects and to work on several projects simultaneously
• Detail and logistics oriented and adherence to a donor-centered approach to fundraising
• Ability to successfully cultivate, solicit, and steward gifts
• Proficient with personal computers and office software applications, specifically Excel
• Excellent written and oral communication skills with the ability to demonstrate success in working with a diverse population
• Valid Oregon driver’s license with sufficient driving record

Preferred Qualifications
• Previous experience in higher education fundraising, restricted versus unrestricted giving, or donor centered fundraising

DUTIES AND RESPONSIBILITIES:
Annual Fundraising:
• Create, design, implement, and manage an annual fund growth strategy on behalf of Western Oregon University to include direct mail, electronic, phone, and personal solicitations built across all constituent groups and donor history.
• Ability to market giving opportunities across a wide variety of affinity groups and develop a class-giving program.
• Recruit, train, motivate, and evaluate support staff and volunteers

Campus Philanthropy:
• Plan and direct specific fundraising efforts, such as student-giving and faculty and staff campaigns, along with other activities to educate the campus community on the importance of private philanthropy and participation

Reporting and Analysis:
• Evaluate and report annual giving programs and activities to improve effectiveness and efficiency of direct mail, phone-a-thon, and other efforts to improve philanthropy

Innovation:
• Explore, consider, and implement new or innovative annual giving practices and special projects to promote continual growth and advancement of annual giving programs

Financial Management:
• Management of budgets related to assigned fundraising activities including product design, direct mail, special events, and special fundraising campaigns
Ongoing
- Quality customer service
- Interact regularly with Office of University Advancement staff, university leadership, students, and faculty/staff to gather information and develop messages for friend and fundraising activities and initiatives
- Carry the message of the University to external groups, especially to alumni and community leaders who will be assisting in achieving annual fund campaign goals and to corporations and businesses to build interest in WOU
- Provide stewardship and foster relationships among various constituencies to increase both volunteer participation and financial support

WORKING CONDITIONS:
- Deadlines and the need to perform multiple tasks simultaneously are regular working conditions and often create a highly intense, stressful environment
- Evening and weekend work hours in connection with University Advancement meetings and activities are required
- Occasional travel may be necessary
- Flexible work schedule dictated by program scheduling and deadlines should be anticipated

TO APPLY SUBMIT THE FOLLOWING:
1) WOU Employment Application form (available at www.wou.edu/classified)
2) Letter of application
3) Resume
4) Contact information for three references
5) Unofficial copy of transcript for highest degree earned

Send to: S1602, Annual Fund Program Coordinator, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to employment@wou.edu; OR fax to: 503-838-8144.

Western Oregon University is an AA/EO/Veteran/Disability employer committed to increasing the diversity of its workforce.