



POSITION ANNOUNCEMENT
Director of Annual Giving

Mount Vernon Nazarene University exists to shape lives through educating the whole person and cultivating Christ-likeness for lifelong learning and service.

Mount Vernon Nazarene University (MVNU) is an intentionally Christian teaching university for traditional age students, graduate students, and working adults who seek opportunities to learn and grow in an academic community of faith. The University provides the context for a transformational experience through excellent academics, service opportunities, caring relationships, and a nurturing spiritual and social environment. Faculty, staff, and students are challenged to achieve their highest potential, to become increasingly Christ-like and to make a difference in their world through lifelong service.

The University seeks a Director of Annual Giving. This is a full-time, 12-month position that reports to the Executive Director of Development. The Director of Annual Giving will oversee all aspects of the annual giving program to increase the University Fund. This position serves as a key gift officer for the university, working to expand, strengthen, and retain annual donors for the university. This person will help motivate class agents, volunteers, parents of students and other ambassadors to partner with us in our efforts to increase the University Fund. A full complement of benefits is provided, including a health care plan, retirement contributions, and tuition assistance, each subject to associated waiting periods. The candidate will also receive generous holiday, vacation and sick days earned on an accrual basis.

Duties and Responsibilities:

- Manage a portfolio of annual donors and prospects through a comprehensive plan of personal notes, phone calls, and in person visits per year to achieve fundraising goals
- Personally cultivate gifts from donors and prospects while working to retain current donors through engagement and stewardship
- Work with the Executive Director of Development to develop and implement short- and long-range plans to increase annual giving, set goals, and manage the budget for all annual giving activities, with a goal of steadily increasing the University Fund
- Increase the university's fundraising capacity through the development and oversight of a comprehensive parent fundraising program with broad-based parent engagement
- Collaborate with the development and marketing teams to create the annual giving appeals and supervise the implementation and distribution of such plans and materials; including segmentation of mailings
- Serve on the core team for the Annual Phonathon and Giving Day

- Recruit, oversee, and motivate all volunteers and their activities as they relate to annual giving, and maintain timely communication with those volunteers
- Work in concert with the Development, University Relations, and Marketing teams to plan and implement special events
- Weekly travel as well as some evening and weekend work is required as a part of this position, due to the focus on donor visitation and events
- Other duties as assigned

Expectations for the successful candidate:

- Evangelical Christian statement of faith, experience and mission fit
- Bachelor's degree required
- Ability to procure and increase gifts from alumni, parents, and donors
- Internal drive and motivation to grow the annual giving program and achieve goals
- Familiarity with the principles and techniques of annual giving and fundraising
- Ability to engage, mobilize, and manage volunteers as essential partners of the program
- Ability to clearly communicate with diverse audiences of all sizes
- Capacity for a flexible schedule
- Minimum of two years of experience in fundraising, development, annual giving and/or sales is preferred
- Working understanding of Microsoft Office (Word, Excel, Outlook)
- Must be capable of sitting, walking, standing, or driving for long periods of time and be able to lift items of approximately 35 pounds

To be considered for this position, please email a resume to humanresources@mvnu.edu and complete the application, found at: <http://mvnu.edu/jobs/application>. Applicants submitting materials via email should attach either a Microsoft Word or .PDF File. Alternatively, materials can be faxed to (740-397-1005), or mailed to:

Mount Vernon Nazarene University
Human Resources
800 Martinsburg Road
Mount Vernon, OH 43050

Professional and personal references are required, consistent with the responsibilities associated with this position. A background check will be performed prior to appointment. Mount Vernon Nazarene University does not unlawfully discriminate on the basis of race, color, sex, national origin, age, disability, or military service in administering its employment policies and practices. As a religious educational institution under the auspices of the Church of the Nazarene, the University is permitted by law to consider religious beliefs/practices in making employment decisions and does so to achieve its mission. The University requires as a condition of employment that all employees subscribe to standards of the Church of the Nazarene and conduct their lives in accordance therewith.