

# MUHLENBERG COLLEGE

ALLENTOWN, PA

**Position Title:** Associate Director of the Muhlenberg Fund

**Supervisor:** Director of The Muhlenberg Fund and Development Services

**Classification:** Administrative Management (exempt)

This position is responsible for organizing funds for The Muhlenberg Fund gifts from alumni and other donors in support of the current operations of the College. The Associate Director of The Muhlenberg Fund is responsible for sustaining, stewarding and growing giving from the College's leadership donors who are members of *The Henry Melchior Muhlenberg Society (HMMS)*.

## **Characteristic Duties & Responsibilities:**

- Identify, cultivate and solicit Muhlenberg Fund gifts in the range of \$1,000 - \$10,000.
- Maintain a portfolio of 150-200 prospects capable of making a leadership gift to the College. This work includes cultivation, solicitation, closing and stewardship of HMMS level Muhlenberg Fund gifts.
- Work with the Development and Alumni Relations staff to identify innovative ways to engage and communicate with *HMMS* members; works closely with the Communication and Campaign Marketing Director on President's *HMMS* newsletters
- Develop and manage an *HMMS* leadership team of volunteers that identifies, solicits, cultivates and stewards *HMMS* members.
- Establish member and dollar goals for *HMMS* and develop measures to assess and evaluate *HMMS* initiatives.
- Responsible for the identification, recruitment, cultivation and soliciting of alumni.
- Work with the Assistant Director of Alumni Relations with nurturing and growing young alumni *HMMS* members.
- Plan and coordinate fall and spring *HMMS* recognition receptions.
- Maintain a travel schedule of 15 prospect visits per month.
- Attend major on-campus College functions, including but not limited to Homecoming, Reunion and Honors Convocation, as well as regional alumni event activities.
- Other duties as assigned by the Director of The Muhlenberg Fund and Development Services.

## **Qualifications:**

1. Bachelor's degree required and at least 5 years experience, preferably in annual giving in higher education.
2. Previous face-to-face solicitation experience preferred.
3. Strong analytical and assessment skills required.
4. Demonstrated understanding of fundraising techniques, volunteer management, donor relations and stewardship.
5. Demonstrated ability to meet goals and effectively handle multiple priorities.
6. Ability to work in a self-directed fashion while serving as a member of a collaborative development and alumni relations teams.
7. Ability to understand and articulate the role of a small, private liberal arts college.
8. Excellent skills in communication, analysis, organization, time management and planning.
9. Extensive travel and some night and weekend work are required.

**Working Conditions:**

- Extensive travel and some night and weekend work required.
- Ability to navigate stairs.

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