

POSITION VACANCY ANNOUNCEMENT

Applications are invited for consideration for the following position:

LOCATION: <u>Binghamton University Foundation</u>	APPOINTMENT TITLE: <u>Project Staff Associate</u>
SALARY RANGE: <u>\$40,000 - \$55,000</u>	LOCAL TITLE: <u>Leadership Giving Officer</u>
IF PART-TIME, % OF TIME: _____	THIS POSITION IS: <input checked="" type="checkbox"/> EXEMPT <input type="checkbox"/> NONEXEMPT

DUTIES AND RESPONSIBILITIES

- Primary responsibility - Solicit annual gifts for The Binghamton Fund.
- Develop and implement processes and solicitation strategies for the annual solicitation of donors and prospective donors of \$1,000 or more, with an emphasis on securing unrestricted support for The Binghamton Fund at this level. Solicitation activities are primarily focused on personal visits. At the end of the calendar year and the fiscal year, some phone solicitations to those unable to be personally reached, or as reminder calls for donors are expected.
 - Responsible for meeting the established goals for the: 1) number of in-person visits [currently 200;] 2) number of in-person solicitations [currently 180]; and, 3) number of recommendations of prospects to the major gifts program [tbd].
 - Responsible for a certain portion of the goal for the number of donors giving at the \$1,000+gift levels to The Binghamton Fund.
 - Schedule personal visits with a pool of annual giving prospects in an effort to encourage their support of The Binghamton Fund. The pool of prospects is fluid, often evolving, and consisting of annual donors of \$250 or more and prospects with the capacity to give annual gifts of \$1,000 or more.

EDUCATION AND EXPERIENCE REQUIRED

- Bachelor's degree with 3 or more years of experience in development, or equivalent
- Excellent oral and written communications skills; an effective communicator
- Ability to effectively represent the University and to work effectively in a team environment with a mix of alumni and colleagues
- Willingness to travel 60% of time; willingness to work evenings and weekends
- Experience and demonstrated success in soliciting gifts in the \$1,000+ range

ADDITIONAL INFORMATION

- Reports to Director of the Binghamton Fund.
- Makes recommendations for major donor prospect assignment.
- Assists development colleagues in crafting prospect strategies related to annual giving by major donor prospects.

Persons interested in the above position should submit a resume along with a letter of application to the following:



Name: Rebecca Benner
Department: Advancement Services
Address: Binghamton University Foundation
 PO Box 6005
 Binghamton, NY 13902-6005
Email: rbenner@binghamton.edu

Closing Date for receipt of applications:
 April 15, 2012

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