Position Title: Manager of Donor Engagement

Department: Advancement

Reports To: Vice President for Advancement

Classification/ FLSA Status : Level II (Full-Time / Exempt)

Primary Function: The manager of donor engagement advances charitable support for the college through the advancement department and identifies prospective donors in support of the college and its mission. The manager of donor engagement meets defined visit and solicitation goals and works closely with the vice president for advancement and other key stakeholders to achieve goals with the focus on Regents Society level donors ($1000 and above) as well as transformational giving opportunities above $25,000.

Key Responsibilities:

1. Implementation of prospect strategy, preparation of written materials, direct solicitation, stewardship and, if appropriate, solicitation in tandem with college leadership, volunteers, deans, and staff and faculty

2. Maintains necessary records of visits, solicitations, and status of donor activity

3. Manages a portfolio of prospective donors and works with the advancement team to identify new prospective donors for the Regents Society and transformational gifts as well as focusing on retention of existing donors

4. Manages an expense budget to optimize utilization of resources to achieve stated goals, plans and implements travel, as necessary, and completes expense reports in a timely manner

5. Develop detailed donor strategies

6. Travel to represent the college to advance the relationships with donors

7. Lend enthusiastic support to college policies and to fellow co-workers, particularly in the presence of students

8. Participate in and support the annual Lyceum program

9. Perform other duties as assigned by the VP for Advancement to support the overall goals and objectives of the advancement department

10. Demonstrate commitment to the mission of Sherman College at all times.

Basic knowledge and skills:

1. Bachelor's degree and a minimum of three years of development or similar experiences at a college or university or other comparable organization, or equivalent professional experience

2. Ability to work independently prioritizing tasks set in consultation with the vice precent of advancement

3. Ability to develop detailed donor strategies

4. Excellent interpersonal skills with proven ability to successfully interact and collaborate with varied constituencies in a professional manner, exhibiting excellent written and oral communication skills, team-building skills, and demonstrating tact, poise, and diplomacy while working with a wide variety of personalities

5. Ability to handle sensitive information confidentially

6. Working knowledge of electronic mail and calendars, the Windows environment, including Microsoft Word, Excel, PowerPoint, plus CRM programs (preferably Bloomerang)

7. Ability to attend occasional evening and weekend activities.

Preferred Knowledge and Skills:

Knowledge of chiropractic philosophy and education.

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to sit; use hands to finger, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus.

***Work environment*:** While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal. Ability to travel after traditional work hours or during weekends, as needed.

General sign-off: The employee is expected to adhere to all college policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____