Associate Director of Annual Giving

Location: Memphis, TN

Job Description:
Rhodes College is accepting applications for Associate Director of Annual Giving. This position is responsible for procuring annual, restricted, and deferred gifts to the College in accordance with the department’s goals. Organize and plan the 10th and 25th class reunion giving campaigns and reunion celebrations. Develop and implement overall reunion programming, solicitation, and volunteer management strategy for reunions. Act as key liaison for Homecoming/Reunion Weekend with the College Events staff. Develop and lead a multi-faceted leadership giving and development program for the Red & Black Society.

Job duties include but are not limited to the following:

- Develop and implement overall reunion programming, solicitation, and volunteer management strategy for reunions. Oversee the organization and planning of the 10th and 25th class reunion giving campaigns and reunion celebrations including recruiting and training volunteers, engaging them in the life of the college with specific emphasis on securing gifts and pledges primarily in the $1,000-$10,000 range. Act as key liaison for Homecoming/Reunion Weekend with the College Events staff. Support the efforts of the Assistant Director of Annual Giving on all reunion-related actions and priorities.
- Develop and lead a comprehensive communication, marketing, leadership giving strategy for the Red & Black Society. Specific focus on developing leadership alumni engagement, philanthropic support, and stewardship. Coordinate with staff to include branding assets, promotion, website development, and sophisticated outreach utilizing analysis, technology, and traditional methods.
- Serve on the One Day Challenge leadership teams for both the Athletic and Annual Fund challenges. Develop and implement an Advocate plan, including recruitment, support, and stewardship.
- Coordinate comprehensive communications and marketing strategy for reunion and coordinate with staff to include branding assets, promotion, website development, and sophisticated outreach utilizing analysis, technology, and traditional methods.
- Cultivate prospects, solicit Annual Fund gifts, and provide stewardship. Extensive travel at times to make face to face visits. Occasional weekend and evening work required.
- Help the Rhodes Annual Fund reach participation and dollar goals, as well as the overall advancement of Rhodes development and alumni engagement efforts.
- Other duties as assigned.
Job Requirements:

- This position requires a valid driver’s license, good driving record, and must be insurable by the College’s insurance carrier.
- Bachelor’s degree, Master's Degree preferred.
- 4-6 years of development experience required, preferably at an educational institution or demonstrated knowledge of fundraising, volunteer management, and/or marketing.
- Excellent written and oral communication skills required.
- Ability to handle multiple tasks and priorities, to solve problems and demonstrate leadership skills is required.
- Ability to relate well to the public is a must.
- Proficiency with Microsoft Office required.
- Successful candidates will be required to adhere to the College’s COVID-19 protocols then in effect (which may include COVID-19 vaccination, testing, and/or masking) to the extent required and/or permitted by federal and state laws.

A complete application includes a cover letter, a resume, and the names of three references. We invited you to formally [apply through our career portal].

Rhodes offers an excellent benefits package and a great working environment. We are an equal opportunity employer with a commitment to diversity in the workforce.

Salary: $60,000