ASSISTANT DIRECTOR OF DEVELOPMENT, ALUMNI & PARENT RELATIONS
(FULL-TIME)
INSTITUTIONAL ADVANCEMENT
HIRING RANGE: $47,741 TO $50,549

Applications will be reviewed beginning April 8, 2013. The position remains open and applications reviewed until filled.

FUNCTION:
Reporting to the Director of Alumni & Parent Relations, and Annual Giving, the Assistant Director develops and directs regional networks, tracks a portfolio of President’s Club donors and prospects, coordinates reunion and affinity fundraising projects for the Office of Alumni and Parent Relations and Annual Giving, and serves as an alumni talent scout and liaison to Career Services.

RESPONSIBILITIES AND RELATED DUTIES:
1. Recruit and lead Regional Networks, Whitworth’s regional volunteer chapter strategy.
   a. Serve as point person for recruiting and staffing the Western Washington regional network.
   b. Partner with the Director and other I.A. staff in prioritizing, recruiting and supporting Regional Networks in Southern California, Spokane, Northern California, Oregon and Colorado.
2. Identify, cultivate and solicit a portfolio of President’s Club donors and prospects ($1,500 annual donors).
   a. Prepare cultivation strategies for assigned President’s club donors and prospects by identifying strategic initiatives to fit their interest areas.
   b. Work with the Director of Alumni & Parent Relations, and Annual Giving and Assistant Director of Annual Giving on the recruitment and stewardship of President’s Club members in assigned areas.
   c. Work to achieve Whitworth Fund goals.
   d. Work to achieve alumni participation goals.
   e. Write call reports, gift proposals, donor correspondence and internal communication on a regular basis.
3. Coordinate Reunion, Affinity, and Special Giving Projects
   a. Coordinate reunion giving for Homecoming and Commencement Weekend Reunions.
   b. Work with Asst. Director of Alumni & Parent Relations in staffing reunion committees.
   c. Coordinate special giving and affinity giving for department projects, athletics, and study abroad programs.
4. Career Services Coordination and Alumni “talent scout”
   a. Work in collaboration with Career Services to cultivate mentoring programs.
   b. Identify and recruit alumni for campus engagement opportunities.
   c. Serve as primary department liaison with Career Services and School of Global Commerce and Management staff regarding programs designed to increase career-oriented connections between students and alumni.
5. Take a minimum of one or two trips each month recruiting for Regional Networks, and researching, identifying, cultivating and soliciting Reunion, Affinity and President’s Club gift donors.
6. Perform other duties as assigned.
QUALIFICATIONS, SKILLS AND ABILITIES:

- Bachelor’s degree
- Availability and willingness to travel extensively.
- Two years’ applicable experience providing familiarity with the purposes and goals of higher education and the role of institutional advancement (previous experience in higher education alumni and parent programming desired).
- Excellent oral and written communication skills (including writing and editing).
- Effective organizational, project management and interpersonal skills.
- Considerable personal initiative and motivation.
- Computer proficiency in MS Word, Excel and Outlook, and familiarity with relational databases
- Demonstrated proficiency and use of social media.
- Demonstrated awareness of and commitment to effectively addressing the unique needs and concerns of others from a variety of diverse backgrounds including those from underrepresented racial/ethnic populations.
- Demonstrated awareness and commitment to effectively establishing relationships and positive communications across multiple dimensions of diversity including, but not limited to race, gender, physical limitations, class or religious perspectives.
- Experience with domestic travel and willingness and availability to travel as required.
- A personal commitment to the Christian faith and to the integration of faith and learning.
- An active commitment to equal opportunity for all persons.
- A commitment to the educational mission of Whitworth University as a private liberal arts university affiliated with the Presbyterian Church (USA).
- A valid driver’s license.
- Compliance with Whitworth’s campus vehicle policy. This policy is available at www.whitworth.edu/Administration/FacilitiesServices/CampusVehiclePolicy.htm.
- Background/driving record check is required.

APPLICATION PROCESS:
The following documents are required to complete the online application form

1) A letter of interest that relates your education and experience to the qualifications of the position and includes a note confirming your interest in this position at our posted hiring range

2) Résumé

3) The names, addresses, telephone numbers and email addresses of three academic/professional references

4) A one-page document describing your personal commitment to the Christian faith

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious nonprofit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. With our commitment to building a diverse community, the university encourages applications from populations underrepresented at Whitworth including members of racial/ethnic communities, women, and persons with disabilities.