

Annual Giving Associate  
Worcester Polytechnic Institute

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<b>Job Title</b>	Annual Giving Associate
<b>Department</b>	Lifetime Engagement for Alumni, Parents and Friends
<b>Institution</b>	Worcester Polytechnic Institute Worcester, Massachusetts
<b>Date Posted</b>	Feb. 13, 2018
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Institutional Advancement Administrative Support/Services
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<b>Apply By Email</b>	
<b>Job Description</b>	

Annual Giving Associate

Worcester Polytechnic Institute

Department: Lifetime Engagement for Alumni, Parents and Friends

Position Status: Administrative Non-Exempt Positions

Basic Function:

The annual giving team is seeking a self-starter with experience and/or education in marketing, sales and/or data analysis to join a high-functioning team that recently surpassed its previous year's goals. This position will blend administrative and professional responsibilities to include coordinating and

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providing project management in support the Office of Lifetime Engagement. Programs include the President's Circle, Reunion program, Parents Fund, Graduates of the Last Decade (GOLD), Senior Class Gift and Call Center.

### Principal Duties and Responsibilities

- \* Crowdfunding program coordination and management: to enhance and supplement efforts to increase alumni participation rates including working with students, faculty and staff to craft, market and execute crowdfunding campaigns.
- \* Senior class gift coordination: including the organization of day-to-day operations, event support, and reporting of senior class gift initiative.
- \* Responsible for the project management of virtual parent education and engagement programming through an online platform.
- \* Coordinate and support the fundraising for select reunion classes, establish fundraising and participation goals, manage class committees and volunteers.
- \* Identify, analyze and interpret trends or patterns in existing data to provide support for data-driven decision-making.
- \* Maintains numerous program, mailing, event and activity time schedules; meets established deadlines.
- \* Responsible for the production and mailing of pledge reminders for alumni, parents and friends
- \* Collaborates with staff in charge of direct mail and ensures accurate tracking and data management of results.
- \* Performs general administrative duties including: greeting visitors, screening calls, records management, word processing, photocopying/scanning, faxing, e-mailing, scheduling, etc.
- \* Provides support to and assists the annual giving team in managing prospect calls and tracking

### Position Requirements

- \* High school diploma required; associates or bachelors degree preferred with a minimum of one year of related experience.
- \* Proficiency with Excel and database experience.
- \* Ability to prioritize, communicate effectively, use good judgment, reliably manage multiple projects, and work independently is essential.
- \* Requires a self motivated and mature individual.

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Posting Date: 02/09/2018

Open Until Filled: Yes

Special Instructions to Applicants:

Hiring Range: \$17 per hour

EEO Information:

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more. The Institution is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in our competitive global marketplace.

Criminal Background Check Statement:

A pre-employment criminal records check is required.

To apply, visit: [url=http://apptrkr.com/1168281]https://careers.wpi.edu/postings/5365

### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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