

Harvard University

26-Mar-2019

Annual Fund Coordinator

Harvard Graduate School of Education

48596BR

Duties & Responsibilities

The Harvard Graduate School of Education's Office of Development and Alumni Relations seeks an experienced annual fund professional to join its team as the Annual Fund Coordinator. Reporting to the Associate Director of Alumni Relations and Annual Giving, the Annual Fund Coordinator will work to raise unrestricted and financial aid funds for the HGSE Fund through direct marketing, volunteer management, and effective stewardship.

Essential functions:

- Manage and execute HGSE Fund appeals process, including mail, email, and social media. Work with mail houses and current technology to ensure best practices.
- Work with the Associate Director of Alumni Relations and Annual Giving on overall appeal strategy, longer-term campaigns, and improvements to the appeal process.
- Oversee the stewardship process for annual fund donors, including drafting letters and creating stewardship opportunities.
- Manage the Class Gift campaign for graduating students, including managing the Class Gift intern and the Class Gift Committee of student volunteers.
- Coordinate with volunteers, including the Alumni Council and Alumni Agents, regarding annual fund projects.
- Respond to all Annual Fund inquiries.
- Identify, order, and manage stewardship and event materials and gifts.
- Staff some events, locally and in other regions, as needed.
- Works independently, as well as in a team.
- Performs other duties as required in response to the changing needs of the department.

Basic Qualifications

Three years of directly related experience. Attendance at events on evenings or weekends is required as needed; proficiency with a variety of software including Word and Excel.

Any applicant wishing to be considered must supply a cover letter in addition to their resume.

Any applicant wishing to be considered for this position must indicate that they meet all of the basic requirements in either the cover letter or resume.

Additional Qualifications

College degree preferred. excellent interpersonal, written/verbal communication and presentation skills. Previous experience in development preferred. Experience with Salesforce Marketing Cloud, Advance and InDesign preferred. Ability to work independently; ability to prioritize and manage multiple

assignments with necessary follow through and attention to detail; ability to interact well with all constituents; strong organization and analytical skills; demonstrated ability to lead and motivate staff and volunteers; ability to think strategically and work collaboratively across the organization.

Additional Information

We regret that the Harvard Graduate School of Education does not provide Visa sponsorship.

About the Harvard Graduate School of Education

Many choose to work at the Harvard Graduate School of Education because they believe in our mission and are excited by our vision for the future. We have a reputation as a great place to work, for our excellent leadership, and we are a strong community which values diversity. For more information about HGSE, its programs, research, and faculty, please visit: www.gse.harvard.edu

Job Function

General Administration

Sub Unit

Location

USA - MA - Cambridge

Department

DAR

Time Status

Full-time

Union

55 - Hvd Union Cler & Tech Workers

Salary Grade

055

Pre-Employment Screening

Identity

EEO Statement

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

Apply Here: <http://www.Click2Apply.net/gkd6msi79pmz3t9j>

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