**Coordinator, Annual, Planned and Annuitant Giving (FT), CFRE50338RESDV**

**Primary Duties and Responsibilities:**   
Reporting to the Vice President of Institutional Advancement, the Coordinator is responsible for coordinating the College's annual and planned giving program as well as building sustained annual gifts from the College's annuitants and various constituencies. Working with the Vice President of Institutional Advancement, and Advancement team, the Coordinator will implement and provide operational support for all annual and planned giving initiatives.

 Coordinate and implement a comprehensive annual giving plan including, but not limited to, direct mail, email, phone-a-thon, special events, group presentations and individual donor visits to increase the overall annual giving program (i.e. increase dollars raised and increase number of annual donors).

 Develop and maintain a portfolio of 75-100 targeted lead annual fund donors and prospects with targeted annual giving between $1,000 and $5,000 with a focus on repeatable and upgradeable gifts and raises at a minimum of $50,000 annually from lead annual giving donors.

 In cooperation with the Vice President of Institutional Advancement, identify prospects and cultivates relationships with donors and volunteers that lead toward large gift and/or planned gift solicitation and stewardship in support of the College and Foundation and the COD mission and goals.

 In partnership with the Communication Manager and Advancement Team, develops and maintains regular communication/stewardship mechanisms with donors and prospects that create understanding and interest in the College's programs and services.

 Coordinate the stewardship of all annuitant donors and serves as the primary contact planned gift

 Establishes and coordinate all planned gift funds, annual and perpetual, in collaboration with other Advancement officers and donors.

 Monitors overall annuitant giving and facilitate planned giving opportunities, along with supporting the development of all annual giving initiatives. Projects annual funding needs.

 Ensures proper donor recognition.

 Create and grow an annual reoccurring on line giving program, Direct payment, ACH, AP or other tech considerations.

 Performs other duties as assigned.

**Qualifications:**

* Education
  + Bachelor's degree in Business, Communications, Non Profit Management, Sales and Marketing or related field required.
* Experience
  + 5-7 years of experience in annual giving, donor development and/or fundraising required.
  + 2 years of experience in development and execution of a giving solicitation program required.
  + Proven success in fund raising and special events programming required.
  + Strong oral and written communication skills with ability to build relationships required.
  + Proficient with Microsoft Office products.
  + Knowledge of giving trends and ability to adjust fundraising strategy in response to trends required.
  + Strong organizational skills required.
  + Ability to prioritize multiple tasks under pressure while working as part of a team required.
  + Experience fundraising in a college, university or nonprofit setting.

 Standard office equipment.

 Open office environment, but much time to be spend in face-to-face contact with donors, involving substantial local travel.

 Personal transportation and ability to frequently travel throughout the western suburbs.

 This position requires a background check and drug screen.

**Pay Grade:**  
Classified 13 Salary

Competitive starting salaries are dependent on education and experience. College of DuPage also offers a generous benefits plan.

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