

OFFICE OF THE DEVELOPMENT AND ALUMNI RELATIONS

Overview

The Office of Development and Alumni Relations is charged with two areas of responsibility. With regard to fundraising the office is responsible for working with the deans and faculty to: increase the endowment of SOLES; identify possible sponsors for SOLES events; and identify and cultivate donors for annual scholarships. The Director also assists faculty in identifying foundation grant opportunities. In addition, the Director support the dean in all work related to the Dean's Advisory Cabinet.

With regard to Alumni Relations the office does the following: leads the Alumni Council, coordinates the Annual Remarkable Leader in Education Award, and works with programs and departments as they offer events to alumni.

In addition to the Director, the office includes a full time administrative assistant.

Mission

To support the faculty, students, and alumni of SOLES in order to cultivate annual and annual and endowment gifts for scholarships, Center/Institute operational support, and faculty development as well as support alumni professional development opportunities.

Relationship to Conceptual Framework

Emphasizing a personal approach to supporting faculty, students and alumni, the staff of the Office of Development and Alumni Relations assists faculty and students as they apply for foundation grants and/or seek corporate support and sponsorships for program/center/institute activities.

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Job Descriptions

[Director of Development and Alumni Relations](#)

[Executive Assistant to the Office of Development and Alumni Relations](#)

OFFICE OF THE DIRECTOR OF DEVELOPMENT AND ALUMNI RELATIONS JOB DESCRIPTION

- Identify priority prospects for major gifts and implements fundraising strategies.
- Develop cultivation and solicitation strategies for assigned prospects.
- Cultivate, solicit and steward major gift prospects for all approved fundraising priorities for SOLES and other areas at USD where appropriate.
- Develop relationships with alumni leading to solicitation of gifts that will result in increasing both the number and amount of contributions.
- Work closely with Constituent Research, Foundation Relations, Alumni Relations, Parent Relations and Annual Giving to identify new qualified major gift prospect alums, parents, friends, faculty, corporations, and foundations for SOLES.
- Work closely with Planned Giving Officer to secure deferred and estate gifts.
- Work closely with Marketing and Strategic Partnership group to plan and coordinate fundraising communications, publications, brochures and special events.
- Achieve fundraising goals as established by the Dean and the Assistant Vice President for Development, University Relations, for dollars raised and contacts made.
- Work with Dean to identify and cultivate Advisory Board members to assist SOLES in fundraising efforts.
- Write proposals for major gift requests including naming opportunities for the building, scholarship donations, support for Centers and Institutes, etc.
- Plan and co-host, with the Dean, visits by donors or their representatives.
- Identify and coordinate the efforts of volunteers and other staff members to be involved in the solicitation process.
- Maintain responsibility for oversight and compliance for assigned prospects under the Prospect Management System.
- Work collaboratively with all fundraising directors within the university.
- Develop relationships with colleagues at peer institutions.
- Attend conferences and seminars to stay current with fundraising policies and procedures.

POSITION DESCRIPTION
EXECUTIVE ASSISTANT FOR THE OFFICE OF DEVELOPMENT &
ALUMNI RELATIONS

General Purpose

The Executive Assistant will provide lead administrative support to the Director of Development and Alumni Relations, and work in collaboration with the Director and Dean in successfully planning and implementing all development and alumni activities in the School of Leadership and Education Sciences.

Uses independent judgment, proactively identifies issues and makes suggestions for resolution. Troubleshoots problems, makes recommendations, and handles highly confidential matters and materials in a time sensitive environment. Interacts closely with on and off-campus constituents in the planning and coordinating of events. Prepares travel and campus reimbursement requests, and manages all office documents and visitors. Serves in the capacity of general office management, as assigned, including word processing/typing, photocopying, transcription, mail distribution, answering telephones, taking messages, and acting as liaison between the Director and constituents. Coordinates administrative components of special projects as needed.

Supervision Received

Reports directly to the Assistant Dean of SOLES and supports all administrative management and organizational functions for the Office of Development and Alumni Relations by working directly for the Director of Development and Alumni Relations.

Supervision Exercised

Student workers and volunteers in the Development and Alumni Office, as assigned.

Duties and Responsibilities

The responsibilities described here are representative of those that must be met by the employee to successfully perform the essential functions of this job.

Essential Duties and Responsibilities:

- Build and develop relationships with the dean, faculty, staff, current and prospective donors, alumni and volunteers.
- Assist in the development, implementation, and evaluation of the fund raising plan.
- Maintain the development data base for SOLES. Be knowledgeable in and responsible for running mailing lists and specialized reports.
- Generate daily and field-specific reports. Edit and process donations and acknowledgement letters.

- Identify and research donor and friends of SOLES in collaboration with the Director. Alert the Director when donor patterns and behaviors change. Develop status reports which illustrate trends and activities for the Director and Dean.
- Manage, allocate, and reconcile the budget for the Office of Development and Alumni Relations. Monitor expenditures to insure they are within the amounts allocated, transfer funds as required between line items, alert the Director when expenses might exceed allocations, and insure fiscal responsibility.
- Design general and area-specific reports and presentations for the Director utilizing Excel, Word, PowerPoint, Advance and other software programs.
- Coordinate all internal and external departmental mailings.
- Provided limited support in compiling and submitting foundation grant proposals.
- Proof read and edit as necessary written correspondence for the Director and Dean.

Publications, Public Relations, and Outreach

- Assist the Director in the design, photography, content, and distribution of all publications, public relations, and collateral materials.
- Assist the Director in the assessment, design, launch, and maintenance of SOLES Alumni portion of the school web site.
- Actively maintain the Office of Development and Alumni Relations/Giving sections of the SOLES website.
- Coordinate all logistics for the internal and external events involving alumni, parents, current and prospective donors, faculty, visiting professors, students and others.
- Review and highlight publications for noteworthy items – such as accomplishments of donors, supporters, alumni, etc. and notify the Director. This requires a depth of knowledge and understanding of SOLES programs, development goals, and community supporters.
- Draft and edit flyers, posters, letters, press releases, media advisories, etc.
- Represent SOLES at USD and off campus events.

Administrative

- Serve as the first point of contact (phone, email, and walk-in) for the Office of Development and Alumni Relations, setting a tone of exemplary service with donors, volunteers, friends, and alumni of SOLES.
- Provide administrative support to the Director including maintaining the department calendar, schedule meetings, reserving rooms, photocopying, filing, making travel arrangements, etc.
- Manage the Office of Development and Alumni Relations including the tracking and payment of expenses, ordering supplies, working with facilities/maintenance, etc.
- Provide administrative support for the Dean's Advisory Board.
- Interface with the Dean's assistant and school administrative staff and share telephone coverage responsibilities for the Dean's Office.

Qualifications

- High School Diploma
- Three years executive administrative office experience. A bachelor's degree may substitute for up to two years of the required experience.
- Proven track record in managing administrative systems

- Experience in dealing and building relationships with several departments and entities

Preferred Qualifications

- Bachelor's degree from an accredited college or university
- Additional language helpful but not required

Performance Expectations

- Outstanding interpersonal, written, and verbal/communication skills
- Be articulate and professional on the telephone, in person and over email
- Establish and maintain strong relationships with the dean, and diverse faculty, staff, alumni, volunteers, and current and prospective donors.
- Manage faculty, staff, donors, alumni, and volunteer issues with tact and diplomacy
- Works well under pressure and in a diverse, fast-paced, and changing environment
- Knowledge of department, division and university procedures
- Ability to juggle multiple assignments and competing projects
- Deal with confidential information with tact and discretion
- Organize, analytical, and able to meet deadlines
- Logical thought process and use of good judgment
- Can take initiative and set priorities
- Coordinate internal and external events
- Work independently with little supervision
- Flexible and open to change
- Strong attention to detail
- Innovative, enthusiastic, and creative
- Positive attitude and professional demeanor