



WEBB INSTITUTE
Assistant Director of Development – Annual Fund

THE INSTITUTION

Located in Glen Cove, NY, on the Long Island Sound, Webb Institute is a unique, top-ranked undergraduate institution offering one academic option, a double major in Naval Architecture and Marine Engineering. It is also the only full-tuition scholarship private undergraduate program of its kind in the country. Webb is a community of approximately 90 students taught by 11 full-time faculty members and several adjunct professors. Webb consistently experiences 100% placement in work or top tier graduate studies for its graduating class. We have been called “America’s Most Loved College”, with over 70% of our living alumni and parents participating each year in the annual fund.

THE POSITION

The Assistant Director of Development – Annual Fund reports to the Director of Development and supports the overall operation of the Annual Fund. The chosen candidate will be part of a small development team which includes the Director of Development, Assistant Director of Development – Operations, and Director of Alumni Relations (who is also the Executive Assistant to Webb’s President). Webb is currently in the public phase of a comprehensive campaign titled Campaign for Webb which includes all Annual Fund efforts. The Assistant Director should welcome a “hands on” environment, possess superior attention to detail, and, thrive in the management of multiple tasks in a high energy, high output environment.

Responsibilities include the day-to-day management of Webb’s Alumni Fund, Parent Fund and Parent of Alumni Fund. Position will require some evening and weekend hours in addition to the regularly scheduled business hours.

SPECIFIC RESPONSIBILITIES:

- Annual Fund – Alumni Fund, Parent Fund, Parent of Alumni Fund
 - Develop and execute program strategy leveraging print, phone, and electronic mediums
 - Work closely with volunteer Annual Fund Chairpersons and extensive volunteer networks on all aspects of the program
 - Develop communications and marketing collateral relating to the cultivation, solicitation, and stewardship of donors
 - Conceptualize and execute Annual Fund direct mail solicitations
 - Assist in volunteer recruitment
 - Identify, cultivate, and solicit select alumni, parents and past parents
 - Draft acknowledgment letters
 - Track and communicate progress through custom Raiser’s Edge reports
- Drive all stewardship initiatives from conceptualization through planning and execution
- Coordinate with Student Affairs and Finance in the execution of donor scholarship reports

- Collaborate with the Director of Alumni Relations on the conceptualization and execution of phonathon and thank-a-thon
- Assist in the execution of Webb's Annual Report including drafting articles and generating recognition lists
- Support the identification, cultivation, solicitation and stewardship of corporations and foundations
- Drive research initiatives including the execution of briefing profiles
- Collaborate with all Webb administration, faculty, and staff as needed
- Administrative responsibilities include but are not limited to answering phone and email inquiries, filing, scheduling appointments, etc.
- Collaborate daily with Assistant Director of Development – Operations on all fundraising activity
- Perform all other duties, as assigned by the Director of Development

MINIMUM QUALIFICATIONS

- A bachelor's degree
- Strong oral and written communication skills
- 2-4 years of experience in development or experience in marketing, public relations, sales or other non-profit work (volunteerism may be applicable)
- Intermediate to Advanced proficiency in Microsoft Office Software, particularly MS Word, Excel, PowerPoint, Outlook

PREFERRED QUALIFICATIONS

Preference will be given to candidates that possess the following experience and skill set:

- Successful track record of running Annual Fund programs
- Intermediate to advanced knowledge of Raiser's Edge
- Project coordination and management experience
- Writing and editorial experience
- Strong interpersonal skills; experience in communicating with high-level executives

COMPENSATION

Salary is between \$50,000 and \$63,000, commensurate with experience. Webb offers a comprehensive benefit package.

CONTACT

This position is available as of July 1, 2016. To be considered, please include a cover letter, resume, and three (3) professional references and email Webb at jobs@webb.edu. Please send your application immediately as applications are being accepted on a rolling basis, until the position is filled. Please reference "Assistant Director of Development – Annual Fund" in the subject of any email. Webb is an Equal Opportunity Employer (EOE) and encourages applications from individuals with disabilities and veterans. Employment is contingent upon successful completion of a background check (Criminal, Education, and Employment Verification).