



## Manager of Annual Fund & Alumni Relations

DEPARTMENT	STATUS	CLASSIFICATION	DATE LAST UPDATED
Advancement	Full-Time / Mgr 2	Exempt	May 2018

### PURPOSE

The Manager of Annual Fund & Alumni Relations furthers the mission of Life Pacific College and the Office of Advancement and Alumni Relations by managing activities to enhance the relationships between LPC and its alumni, donors, and supporters.

### GENERAL DESCRIPTION

Reporting to the Vice President of Advancement, this role serves as the Director of Alumni Relations, Annual Fund, and Stewardship and provides administrative support to the Advancement office team. The Manager of Annual Fund & Alumni Relations interfaces continually with administrators, staff, faculty, students, alumni, donors and others and involves all types of communication (including confidential). Responsibilities range from data management/entry, coordinating, managing and editing correspondence/mailings and special event coordination to engaging individuals and groups to accomplish department and institution goals. This manager provides supervision to Office of Advancement and Alumni Relations student employees.

### ESSENTIAL DUTIES

- Manage mailings and correspondence with alumni and donors.
- Coordinate annual fundraising activities including (but not limited to) phonathon, direct mail, Giving Tuesday, and other fundraising opportunities.
- Coordinate relationships with prospective donors and LPC contacts.
- Coordinate the prospects progression through the giving cycle from discovery to cultivation to solicitation to stewardship.
- Input data into constituent records with accuracy, insuring data integrity.
- Manage the stewardship process.
- Coordinate special mailings (birthday, anniversary, Christmas cards, etc.)
- Coordinate student letters and mail to donors of endowed scholarships and/or friends and families of the individual honored through memorial scholarships.
- Coordinate special events of the Office of Advancement & Alumni Relations.
- Coordinate the Office of Advancement & Alumni Relations Activities Calendar.
- Liaison with Marketing Department.
- Assist with alumni and donor updates and corrections.
- Respond to alumni comments, request and questions.
- Travel as required.
- Other projects/duties as assigned.

NOTE: Though not required, this position is optionally eligible for appointment as a Foursquare minister under certain conditions. If appointed as a minister, the employee will be available to provide pastoral care and prayer. In addition, s/he may be called upon to perform sacerdotal duties upon request of the College.



# LIFE PACIFIC COLLEGE

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## MINIMUM REQUIREMENTS

- A vibrant and authentic Christian faith and worldview consistent with the College's Statement of faith which all employees are required to sign.
- Minimum Bachelor's Degree. Three (3) years development/alumni experience may be substituted for Bachelor's Degree requirement.
- Ability to communicate clearly (interpersonal communication, public address, and written communication) with students, faculty, staff, and administrators.
- Excellent administrative and organizational skills, efficiency, and productivity.
- Good qualitative reasoning and problem solving skills.
- Proficient working computer knowledge: Microsoft Outlook, Word, and Excel.

## PREFERRED SKILLS/REQUIREMENTS

- Familiarity with Life Pacific College and The Foursquare Church.
- Experience working in development or alumni relations
- Demonstrated fundraising success.
- Demonstrated writing ability.
- Experience using Raiser's Edge fundraising software.

*This job description does not contain a comprehensive listing of activities, duties or responsibilities required of the employee and is subject to revision when necessary.*

*Candidates must be Christian believers holding a Pentecostal/charismatic perspective and will be required to adhere to the College's statement of faith and mission.*

*No person shall be denied employment at Life Pacific College on the basis of gender, race or ethnicity, national origin or ancestry, age, marital status, pregnancy, medical condition, disability, veteran status, or any other legally protected classification, except as may be permitted by law.*