

## **Albright College Position Description**

**INCUMBENT:** Vacant  
**POSITION:** Assistant Director of The Fund for Albright  
**SUPERVISOR:** Director of The Fund for Albright  
**STATUS:** Exempt

This job description is intended to describe the general nature and level of work performed by people assigned to this classification. It reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

### **GENERAL DESCRIPTION:**

The Assistant Director of The Fund for Albright II is responsible for developing and managing an on-campus Phonathon program, an Undergraduate Awareness program and a Young Alumni program as part of the College's annual fund in order to increase giving and participation. The Assistant Director must be willing to undertake a flexible work schedule, including evening and weekend hours, as required by those working within the telemarketing field. During calling periods, an adjusted work schedule will be established.

### **Specific Functional Duties:**

- In conjunction with the Director of The Fund for Albright and Director of Advancement Information Services, plans and develops telemarketing strategies for overall Phonathon program.
- Develop required telemarketing support materials including training information, pre-call letters or postcards, scripts, pledge forms, confirmation letters, and other materials as necessary.
- Recruits, hires, and trains personnel to conduct phone solicitations; follows through on payroll procedure, seeing that the appropriate forms are completed by Phonathon employees and filed in keeping with Payroll Division policies.
- Maintains accurate and organized follow-through on data information so that donor data can be appropriately entered and completed as promptly and efficiently as possible.
- Sees that all prospective donor requests, comments, and concerns are collected in an orderly and organized way for the purpose of donor relations and stewardship. Works with Annual Fund Secretary to communicate changes with Information Services.
- Plan and implement a Young Alumni giving program including strategies to cultivate, solicit and steward Young Alumni donors, identify and engage Young Alumni leadership, and expand participation in President's Council for Young Alumni.
- Coordinate a student philanthropy awareness program, to cultivate and educate undergraduate students about the importance of philanthropic support of Albright College.

**Albright College  
Position Description**

**Assistant Director of The Fund for Albright  
Page 2**

- Plan and implement the senior class gift program (Senior Walkway Legacy), including managing the fundraising committee and developing strategies to cultivate, solicit and steward donors from the graduating class.
- Works with the Director to measure the effectiveness of assigned programs.
- Works with Alumni Relations staff as needed to support Homecoming/Reunion efforts with young alumni, including work with volunteers, coordinating solicitations, and assisting on day of event.
- Works with annual fund team to establish fiscal year goals and an analysis of past year results.
- Performs other Development functions and projects as assigned.

**KNOWLEDGE AND SKILLS:**

- A bachelor's degree or equivalent work experience
- Superior listening, leadership, writing and interpersonal skills
- Ability to handle multiple responsibilities, to determine priorities and to track details in a fast-paced environment
- Willingness to assume non-traditional work hours, including evenings

---

Incumbent	Date
-----------	------

---

Supervisor	Date
------------	------

---

Vice President	Date
----------------	------

---

Classification Analyst	Date
------------------------	------