



## **POSITION ANNOUNCEMENT**

### **ABOUT AUGUSTA TECHNICAL COLLEGE**

Augusta Technical College, a unit of the Technical College System of Georgia, is a public postsecondary institution that provides academic and technical education, customized business and industry training, continuing education, student support, economic development, and adult education services to its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties) at a competitive financial value. Associate of Science Degrees, Associate of Applied Science Degrees, diplomas, and technical certificates of credit are provided through traditional and distance delivery methods. For more information, visit [augustatech.edu](http://augustatech.edu).

### **ABOUT AUGUSTA, GEORGIA**

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

### **ABOUT THE POSITION**

**Job Title:** Director of Annual Giving & Alumni Development

**JOB CODE:** 10056

**Campus Location:** Augusta Campus

**Salary:** Commensurate with education and work experience. (\$65K-\$70K)

### **JOB SUMMARY**

The director is responsible for planning, implementation, and reporting on all programs related to annual giving and alumni development.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree in any field from an accredited college or university.

### **PREFERRED QUALIFICATIONS**

At least three years of annual fundraising experience, especially in a higher education environment. Raiser's Edge software experience is a plus.

### **COMPETENCIES**

Must possess effective communications skills.

### **MAJOR DUTIES**

Plan and execute an annual giving plan, including the campus campaign (Family First), new donor acquisition, and gift renewals. Work with College Events Coordinator to create and implement various events for donor acquisition and stewardship. Oversee and expand the Loyalty Circle (for persistent annual



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givers) and create other donor recognition programs. Develop a pipeline for and acquire lead annual gifts of \$10,000. Oversee all annual giving vehicles including direct mail, phoning, crowdfunding, email, direct solicitation, and events. Create alumni programming in service to fundraising goals. Coordinate with the Vice President for Institutional Advancement (VPIA) to oversee the Den of Distinction alumni recognition program, including the selection of

honorees, the presentation event, and ongoing development and stewardship of honorees. Assist the VPIA with donor recognition programs (including the annual Scholarship Celebration) and donor communications. Perform other duties as assigned.

**APPLICATION DEADLINE:** The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter(easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

*A Unit of the Technical College System of Georgia*

### **Equal Employment Opportunity Statement**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

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