

ANNUAL GIVING GRADUATE ASSISTANT

Southwest Minnesota State University (SMSU)

Educational Objectives:

The Annual Giving program solicits donations from various constituent groups, including alumni, SMSU employees, businesses, SMSU parents and families, community members and other supporters of SMSU. Primary channels of solicitation are Phonathon, direct mail, online, and personal contacts. The SMSU Foundation staff works to educate the various constituent groups on the importance of giving to SMSU. Our goal is to create life-long relationships with supporters of SMSU.

The Graduate Assistant reports to the Director of Annual Giving. The primary goal of the position is to help carry out the SMSU Foundation mission—to support scholarships, programs and projects that benefit SMSU students and the University. Core duties include: educate and train student callers to be effective advocates and fundraisers for SMSU; assist with initiatives that will increase annual giving among alumni, employees, and other University constituent groups; provide support for key Foundation fundraising and donor recognition events; and, bring awareness to peers and others the importance of giving to SMSU.

Salary & Appointment:

Position appointed on a full-year basis for June-May. Full-year stipend of \$10,000 paid on a bi-weekly basis and a tuition waiver for SMSU graduate classes. The graduate assistant will work 14-20 hours per week.

Qualifications:

- Must be admitted and enrolled to a master's program at SMSU
- Must maintain a GPA of 3.0 or above and be a student in good standing with SMSU
- Two-year commitment required
- Willing and able to work nights and weekends
- Understand the importance and impact of charitable giving at SMSU
- Experience and/or training in fundraising, marketing, sales, or customer/public relations
- Able to communicate effectively
- Leadership, professionalism, initiative, and positive attitude
- Demonstrated ability to work independently, as well as within a team
- Able to succeed in a fast-paced, multi-tasking environment

Preferred Experience:

- Previous fundraising experience
- Knowledge of SMSU Call Center program or other tele-marketing program
- Desire to pursue a career in philanthropy, fundraising, or development

Responsibilities:

- Assist in recruiting, hiring, training, and supervising SMSU Call Center student staff
- Maintain student caller information (i.e. roster, schedule, performance statistics, evaluations, etc.)

- Prepare SMSU Call Center materials (i.e. training packets, pledge and matching gift slips, tally sheets, etc.)
- Serve as point of contact for SMSU Call Center student supervisors to maintain seamless operation of the Call Center
- Maintenance of the SMSU Call Center equipment (phones/computers) and work area
- Share both team and individual goals and accomplishments with callers
- Communicate clearly and effectively with other Foundation staff
- Assist with coordination of SMSU Foundation events (i.e., Gala, Homecoming, Scholarship Luncheon, Farm Seminar, Donor Recognition)
- Lead student philanthropy initiatives (Graduate Gift Project, Day of Giving, Crowdfunding)
- Manage the content and design of the SMSU Foundation web site
- Work in conjunction with the SMSU Alumni Association
- Special projects as assigned

Clientele:

SMSU constituent groups, including alumni, employees, students, parents and families, community members, and other supporters.

Supervision:

Director of Annual Giving provides training and supervising.

Application information:

Send letter of application, resume, unofficial transcript(s) and the names and contact information of three (3) professional references.

Apply to:

SMSU Foundation, Founders Hall 223, 1501 State Street, Marshall, MN 56258. Inquiries about the position can be directed to Erik Vogel, Director of Annual Giving, at Erik.Vogel@smsu.edu or 507.537.6147.

University/Community:

Southwest Minnesota State University is one of seven universities in the Minnesota State Colleges and Universities system. SMSU gives highest priority to excellence in teaching and preparing students to be lifelong learners through quality undergraduate teaching/advising and close student/faculty relationships. Its mission, dating back to 1967, provides access to university-level programs in liberal arts & professional studies. The University has a special commitment to the educational needs of the people in its service region reflected through its curricula, cultural programs, diversity of staff and students, cooperative relationships with the public and private sectors, and regional institutions. The 216-acre campus encompasses 24 modern, interconnected, and accessible buildings. Marshall (pop. 13,000) is the hub of a rich agricultural area and offers a variety of cultural, recreational and educational opportunities.