

**Minnesota State
Ridgewater College
Unclassified MAPE Vacancy Notice
POSTING DATE: November 14, 2022**

Position: MnSCU Academic Professional 3
Working Title: Director of Annual Giving
Location: The employer will determine the Permanent Work Location as Willmar or Hutchinson in conjunction with the accepted Job Offer
Bargaining Unit: MAPE Bargaining Unit (214)
Employment Condition: Full-Time, Unlimited
Work Schedule: 8:00 a.m. – 4:30 p.m. M-F
Wage: \$25.25 – \$37.02 per hour
PCN: 00798620

RESPONSIBILITIES:

The purpose of this position is to promote and advance the annual fundraising activities for Ridgewater College. Primary responsibility will include creating and implementing a comprehensive, year-round fundraising campaign for annual giving in line with the college's strategic plan. The fundraising campaign plan will include goals, strategies and programming that aim to build and engage our donor base, with a strong focus on donor acquisition and continued/increased giving. This individual will also identify, cultivate, and steward meaningful relationships with established and potential donors including alumni, seek and secure gifts, and identify potential planned giving and major gift prospects. This position will work closely with the Vice President of Advancement & Outreach / Foundation Executive Director, College President, Foundation board members and key staff.

A detailed position description can be obtained from the Human Resource Office.

MINIMUM QUALIFICATIONS:

- Two year degree in related field (such as business, marketing, sales, public relations, etc) and/or two-five years of relevant work experience in marketing, sales, public relations, financial advisement or other similar field with emphasis on relationship cultivation and solicitation of individuals/businesses
- Demonstrated ability to ask for charitable contributions
- Proven verbal, interpersonal and networking skills and ability to deal effectively and sensitively with constituents and to develop strong collaborative relationships
- Ability to create high-quality and effective written communications, correspondence, reports, and other documents and presentations with meticulous attention to detail using Microsoft Office software
- Ability to prioritize and manage multiple simultaneous projects efficiently while paying attention to overall goals
- Demonstrated interest in diversity, equity and inclusion
- Self-starter with proven ability to initiate tasks and projects and produce measurable outcomes

Additional Desired Qualifications:

- Experience in higher education fundraising
- Proficiency using Raiser's Edge or other similar database software
- Experience developing fundraising campaigns, including crowdfunding and online giving
- Experience with project and event coordination
- Skills in research and data analysis sufficient to track giving data and trends

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Application Procedure:

- Please apply online at <https://ridgewater.peopleadmin.com/postings/1656>

Applicants must include:

- Online Employment Application
- Resume
- Letter of Interest addressing the position qualifications
- Provide a diversity statement addressing past experiences and activities, and also future plans to advance diversity, equity, and inclusion.
- Unofficial copy of college transcripts (official copy will be required upon hire)
- A list of three professional references with contact information

ONLINE APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

Applications received by 11:59 pm on Sunday December 4, 2022 will receive priority review.

For further information please contact Jane Bohlsen jane.bohlsen@ridgewater.edu or 320-222-6075.

RIDGEWATER COLLEGE INSTITUTION INFORMATION:

EQUITY STATEMENT: Ridgewater College is committed to providing welcoming and inclusive campuses that value and respect the unique experiences, needs and contributions of individuals and groups from every background and identity to ensure that each student, employee and community member has a genuine opportunity for participation and success.

VISION: Ridgewater College is a student-centered educational leader focused on innovation, excellence and affordability.

MISSION: Ridgewater College empowers diverse learners to reach their full potential and enrich their lives through personalized and relevant education in an accessible, supportive, and inclusive environment.

GUIDING PRINCIPLES:

- Enterprising - We are future-focused, and change-oriented, developing creative solutions to challenges that maximize our institutional, system and local resources.
- Empowerment – We develop and empower employees to make decisions to best serve students and stakeholders.
- Excellence – We strive to exceed expectations in all that we do.
- Diversity, Equity, and Inclusion – We seek to understand and appreciate the needs and experiences of every individual and actively work to provide genuine opportunities for everyone to succeed and participate in college activities and processes.
- Trust and Respect – We are committed to developing a culture based in processes and behavior that create trust and respect among all stakeholders.
- Collaboration – We connect and work together to achieve common goals while respecting needs and interests of stakeholders.
- Curiosity and Creativity – We constantly strive to understand, learn, change, and improve.
- Accountability – As individuals and groups, we willingly accept and take ownership of our successes and failures.

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RIDGEWATER'S COMMITMENT TO EQUITY AND INCLUSION:

<https://www.ridgewater.edu/about/mission-vision-guiding-principles/>

DIVERSITY AND EQUITY PLAN:

<https://www.ridgewater.edu/about/college-governance/diversity-equity/>

NOTICE: In accordance with the Minnesota State Colleges and Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

NOTICE: Minnesota State Colleges and Universities is an Equal Opportunity employer/educator committed to the principles of diversity. We prohibit discrimination against qualified individuals based on their race, sex, color, creed, religion, age, national origin, disability, protected veteran status, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership in a local commission as defined by law.

As an affirmative action employer, we actively seek and encourage applications from women, minorities, persons with disabilities, and individuals with protected veteran status.

The employee should demonstrate a knowledge of and interest in diverse cultures and populations. All applicants must be able to lawfully accept employment in the United States at the time of employment. For TTY, call Minnesota Relay Service at 7-1-1- or 1-800-627-3529.

**Ridgewater College is an Equal Employment Opportunity Employer
A MEMBER OF THE MINNESOTA STATE SYSTEM**

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