



**SOUTH DAKOTA MINES**  
**Center for Alumni**  
**Relations & Advancement**

## **Annual Giving Officer**

**The South Dakota Mines Center for Alumni Relations and Advancement (CARA) is seeking an Annual Giving Officer to grow giving from alumni and friends. With the goal of increasing donor giving and participation, the Annual Giving Officer is a key member of the development team and responsible for helping to raise \$750,000 annually for the Mines Advancement Fund.**

### **About the Mines Advancement Fund:**

As the foundation of philanthropy at South Dakota Mines, the Mines Advancement Fund ensures CARA remains the focal point of giving, engagement, and alma mater pride. By providing CARA the resources to secure and steward all gifts from alumni, friends, and corporations, unrestricted giving through the Mines Advancement Fund allows CARA to be the bridge between the university and our global alumni community.

### **Key Responsibilities:**

- Develop and execute the annual operational plan for the Mines Advancement Fund, which includes multiple solicitation channels including, but not limited to, direct mail, email, giving days, crowdfunding, and phone campaigns.
- Communicate the return on investment of every dollar given, resulting in support for student scholarships and ensuring the continuation of alumni communications, networking and professional development opportunities, and gatherings across the country.
- Manage a portfolio of leadership annual giving donors, ensuring strategies toward solicitation each year including mail/email, phone and in-person visits constituting ten quality contacts per month.
- Serve as lead with the Database Manager to work with phonathon provider, including oversight of contract, messaging and follow through.
- Work with Director of Stewardship and Communication to develop a stewardship plan for Mines Advancement Fund donors and key giving level donors.
- Serve as the lead for the campus giving campaign, encouraging faculty and staff to give financially each year.
- Manage annual concentrated digital campaigns such as Giving Tuesday and Raising for Rockers – South Dakota Mines' annual day of giving.
- Coordinate with development team for annual approach and communication with corporate partners, including identifying potential corporate partners and soliciting them.
- Work with student groups regarding fundraising.
- Work collaboratively with the development team to identify major gift prospects.
- Manage other special annual projects as they arise.

- Develop metrics to measure program success including new donors acquired, ROI on initiatives, increases in giving, and retention and report progress to the CARA CEO and Board.

### **Qualifications**

- Excellent communication skills (oral and written), and customer service skills.
- Ability to correspond and interact professionally with the board of directors, University staff, alumni, students and other constituents.
- Computer skills must include high competence in Microsoft Office software, social media, and database manipulation.
- Skills in data analytics.
- Strong organizational skills with attention to detail.

### **Additional Requirements**

This position requires a bachelor's degree, experience working in a university setting and/or nonprofit is ideal. Experience with Blackbaud Raiser's Edge database is a plus.

**To apply send cover letter, resume and three references to: Nancy Beets at [Nancy.Grunden-Beets@sdsmt.edu](mailto:Nancy.Grunden-Beets@sdsmt.edu).** Position will be open until filled, but resumes will be reviewed immediately. No in person inquiries or phone calls, please.

### **About the South Dakota Mines Center for Alumni Relations & Advancement**

CARA is committed to recruiting and retaining a diverse workforce and offers an excellent comprehensive benefits package including paid medical, dental, vision, disability and life insurance for our employees; family medical, dental and vision coverage is available, but paid by employee; retirement plans; paid holidays; and a generous paid-time-off allowance.

#### **Mission:**

We promote the traditions, interests, influence and reputation of South Dakota Mines among alumni and friends through meaningful engagement and by inspiring and stewarding philanthropy.

#### **Vision:**

We will be a global network of alumni and friends who advance the prominence of South Dakota Mines.

#### **Values:**

- **Collaboration:** We work toward common goals with each other, the University, and stakeholders.
- **Tradition:** We celebrate the traditions and legacies that connect us as a South Dakota Mines family.
- **Excellence:** We are committed to the highest quality in all we do.
- **Diversity and Inclusion:** We value the diversity of unique backgrounds, experience, perspectives, and talents within our community and among our alumni and friends.

- **Stewardship:** We operate with integrity and transparency as excellent stewards of the resources entrusted to us.

*CARA does not discriminate on the basis of sex, race, color, creed, national origin, ancestry, citizenship, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status in employment or the provision of service.*