



Hamilton College
Senior Associate Director,
Annual Giving
Clinton, New York



Background

Hamilton College, located in central New York, is a highly selective residential liberal arts college with an enrollment of approximately 1850 students. Named for its first trustee, American statesman Alexander Hamilton, it is distinguished by a rigorous open curriculum, a need-blind admission policy that ensures access to talented students with limited financial means, a deeply committed faculty, and a focus on preparing students for lives of meaning and purpose.

Hamilton graduates can be found making important contributions in every professional field, and because of the College's contribution to their success, alumni remain enthusiastically loyal.

To learn more, visit <https://www.hamilton.edu/>

Position

Hamilton College seeks a Senior Associate Director, Annual Giving to lead all elements of donor acquisition and retention for the Hamilton Fund, one of the top performing college annual giving programs in the US. We are looking for that unique person, who is both exceptionally strategic and creative, to create a paradigm shifting donor acquisition model to grow annual fund participation.

Working as part of the leadership team with the Director of Annual Giving and the Senior Associate Director for dollar growth, this person will lead donor growth, set strategy, and direct key programs. The successful candidate is data-driven with the ability to employ both strategic analysis and creativity to identify, engage and convert potential donors. The Senior Associate Director will also supervise, develop, and mentor an Associate Director, Assistant Director, and a team of student interns.

The Senior Associate Director reports to the Director of Annual Giving.

Responsibilities

Staff Management and Development (30% of time allocation)

- Supervise and develop the Associate Director, Assistant Director, and a team of student interns in their work executing donor strategy and retention, particularly volunteer management, student philanthropy, student phone-a-thons, and recurring giving and athletics programs.
- Provide overall direction and management, including the effective and thoughtful managing of systems, processes, and measurements to monitor and guide annual fund results and activities.

Donor Strategy (25% of time allocation)

- In partnership with the Director, Annual Giving, formulate and execute a donor-acquisition and retention strategy aimed at returning Hamilton to 50% alumni participation.
- Develop and execute strategy to engage GOLD (graduates of the Last Decade) alumni, who currently make up 25% of the alumni base.
- Use data analytics tools to track, analyze and report on donor growth and development; use internal and vendor tools to track and report progress.

Volunteer Management (20% of time allocation)

- Direct the volunteer engagement for all non-reunion classes.
- Direct and implement a new volunteer management program, rolling out the GiveCampus Volunteer Management System to gift committee volunteers.

Lead Key Program Execution (15% of time allocation)

- Execute successful Give Day programs to meet participation goals.
- Develop and lead new programs targeting GOLD Group donor acquisition and retention.
- Lead Athletics fundraising and supervise the Chapel Bell recurring giving program.
- Direct Student Philanthropy, including student intern phone-a-thon program and the Senior Gift Campaign.

Portfolio Management (10% of time allocation)

- Manage a portfolio of alumni and parent prospects who give more than \$1,000 annually to the Hamilton Fund.
- Travel 4-5 times each year to cultivate and solicit assigned prospects.

Qualifications & Skills

- Demonstrated results-orientation and a strategic, problem-solving approach to challenges.
- Demonstrated direct fundraising, political campaign, or constituent management and/or sales experience, including program management, or comparable experience in a business, nonprofit or related setting.
- Proven track record of effectively managing and developing people.
- Ability to work with colleagues effectively.
- Experience developing strategic and tactical program plans.
- Experience devising and managing fundraising or similar sales programs.
- Exceptional interpersonal skills.
- Demonstrated ability make sounds decisions.
- Strong oral and written communication skills.

- Strong organizational skills with the ability to multi-task, paying close attention to detail while meeting deadlines.
- High degree of proficiency with Microsoft Office required.
- Capacity to master new software, especially the GiveCampus VMS platform and the Ellucian Colleague/Advancement database.
- Demonstrated ability to work successfully in a collaborative team environment.
- A commitment to diversity, equity, and inclusion, including experience developing or supporting initiatives that support underrepresented groups.
- Ability to work well within a fast-paced high-volume environment.
- Commitment to personal growth and development is highly desirable.
- Disposition to take initiative and be a self-starter
- Willingness and ability to travel and to work on evenings and weekends during on-campus alumni events.
- Bachelor's degree; master's desirable.

Salary

\$80,000-90,000 commensurate with experience. Competitive benefits package, including:

- A wide range of competitive benefit plans to accommodate your personal needs and protect you and your family;
- Tuition benefits for you, your spouse/partner and dependent children;
- Generous time off programs to help you balance your work and family life;
- A flexible work policy for Advancement employees who work on College Hill;
- Access to fitness facilities, fitness classes and a wellness program.

Equal Opportunity Statement

Hamilton College is an Affirmative Action, Equal Opportunity employer and encourages diversity in all areas of the campus community.

To apply for this position, please click [HERE](#).

Tani Weissman, Senior Talent Consultant

tweissman@drgtalent.com

Jin Lee, Associate

jlee@drgtalent.com

Dave Yi, Associate



SENIOR ASSOCIATE DIRECTOR, ANNUAL GIVING

dyi@drgtalent.com

