



## Position Announcement: Director of Annual Giving Montreat College Hybrid Position

### Ask yourself

Do you have a passion to work for a thriving and growing education organization? Do you excel in cultivating, soliciting, and stewarding higher education annual gifts and using moves management to increase donor giving over time?

Are you called to live out your Christian faith in a dynamic and growing fundraising environment?

### Why?

As an innovative and rapidly evolving institution, Montreat College seeks an equally innovative expert to grow and manage the college's annual fund.

### What will you do as Montreat College's Director of Annual Giving?

Reporting to the Vice President for Advancement, the Director of Annual Giving will lead the successful execution of the annual campaign. Managing a portfolio of 250-300 annual giving and President's Circle level donors, the Director of Annual Giving will inspire donors to support Montreat College's delivery of high-quality, Christian higher education.

A qualified candidate must have a personal commitment to Jesus Christ and affirm and support the [vision, mission, statement of faith, and community life covenant](#) of Montreat College. In addition, the Director will:

- Manage and deliver the annual fund goals for Montreat College. The 2024-25 campaign has a goal of \$1.79 Million with 3% growth projected in future years.
- Create a pipeline of annual giving donors, moving donors into President's Circle (\$1,000+), major gifts and planned gifts.
- Execute Giving Tuesday, end of calendar year, and end of fiscal year campaigns.
- Work with other advancement team members to meet the fundraising goal for the annual Keystone Scholarship Dinner.
- Write annual giving proposals to foundations, churches, and corporations. Submit reports to these entities following awards.

### Why Montreat College?

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of

Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ centered teaching and learning and is a member of the Council for Christian Colleges & Universities.

**Want to know more?** Visit Montreat College's website at <https://www.montreat.edu>.

## **Key lived experiences, attributes, and skillsets sought in the Director of Annual Giving**

- Ability to manage philanthropic campaigns and communication.
- Ability to network and grow relationships, leading to philanthropic support.
- Outstanding interpersonal and communication skills, and the ability to function well as a member of the Advancement Team of five.
- Ability to work with and manage data, including manipulating and analyzing data to inform fundraising strategies.
- Strong organizational skills, attention to detail and customer service skills.
- Ability to learn and utilize advancement software, including Raiser's Edge.
- Excellent command of English as a spoken and written language, including spelling, grammar, and proofreading skills.
- Excellent project management and problem-solving skills with ability to manage multiple priorities and gain cooperation of others.
- Strong understanding of confidentiality and the ability to handle sensitive materials and conversations.

Bachelor's degree and 3+ years annual fund and/or major gifts experience required; higher education fundraising preferred.

## **Think you are the next Montreat College Director of Annual Giving?**

**To apply, click on the link to the Director of Annual Giving position profile at <https://jobs.armstrongmcquire.com/jobs/director-of-annual-giving-montreat-college-job-1416/>.** You will see instructions for uploading your compelling cover letter, resume and desired salary. Please provide all requested information to be considered. In case of any technical problems, contact [talent@armstrongmcquire.com](mailto:talent@armstrongmcquire.com). No phone calls, please, and no applications will be accepted by email or directly from third-party posting sites.

Salary is commensurate with the requirements of the position and starts in the \$70,000 range. Benefits include medical, dental, vision, life insurance, disability insurance, a 403(b) retirement savings plan, discounted tuition, accrued vacation and sick time: 10 paid holidays as well as an organizational closing with paid vacation December 23<sup>rd</sup> January 1<sup>st</sup> annually.

Review of candidates will continue until the position is filled.