Advancement Associate

The University of Wisconsin-River Falls (UWRF) and the UW-River Falls Foundation (UWRFF) are in the later stage of the university’s first comprehensive fundraising campaign, *Rising to Distinction*. The five year campaign is scheduled to close June 30, 2016 and to date has raised more than 85% of its $20,000,000 goal.

UWRF is recognized as one of the finest universities in the Midwest. Located in River Falls, Wisconsin our midsized, public university is situated in the St. Croix Valley — just 30 minutes from Minneapolis/St. Paul, Minnesota. If you are looking for a vibrant work environment with easy access to a metropolitan area, employment at UWRF will be an excellent fit for you.

**Position Overview:**

- The Advancement Associate is a part-time position working 20 hours per week from August to May. Time percent spent on goals and activities is:
  - Call center management (50%)
  - Planning/strategy (20%)
  - Data analysis (25%)
  - Interview/hiring of student callers (5%)
- Starting hourly wage is $15.00/hour.

**Position Summary and Responsibilities:**

The Advancement Associate is a member of the UWRFF Foundation team and will report to the Advancement Officer. He/she will oversee the daily operations of the Telefund program, and coordinate with the Advancement Officer to administer Telefund, direct mail and online giving plans. The following are the general responsibilities:

- Manage staff of 3 student managers and 25-35 student callers.
- Hire and train new callers and student managers.
- Develop new and creative ways to motivate calling staff and maximize Telefund success.
- Generate daily reports and analyze statistical performance of the Telefund program.
- Write and maintain calling scripts for each calling segment.
- Administer direct mail and online giving plans.
- Work with outside vendors as necessary.
- Other duties and responsibilities as they arise.

**Required Qualifications and Experience**

- Knowledge of the phone solicitation process
- An interest and commitment to UW-River Falls and its mission
- Strong written and verbal communication skills
- Detail-oriented, organized, knowledge of and ability to analyze statistical data
- Ability to work independently as well as collaboratively with Foundation staff
- Ability to effectively manage and motivate students
• Must be able to work a flexible schedule, including most Sunday through Thursday evenings when the call center is operational

Preferred Qualifications and Experience
• Bachelor’s Degree and at least two years of fundraising experience
• Phonathon management experience
• Knowledge of, or experience with, call center or data management software programs

Employee Benefits:
This position does not provide fringe benefits. The UWRF Foundation is an Equal Opportunity/ Affirmative Action Employer.

Application Information:
Review of applications will begin immediately and continue until the position is filled. Please send a cover letter, resume and list of three references to:

Sarah French
Advancement Officer
UWRF Foundation
410 South 3rd Street
River Falls, WI 54022
sarah.french@uwrf.edu

E-mail submissions are preferred. References will not be contacted without permission of the candidate. Questions may be directed to Sarah French at (715) 425-3505.