Development 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 90% 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 Development Associate is a full time position working in the following areas. Time percentages spent on goals and activities include:
  - Call center management (50%)
  - Planning/strategy (15%)
  - Data analysis (15%)
  - Interview/hiring of student callers (5%)
  - Direct mail planning and implementation (15%)

Position Summary and Responsibilities:

The Development Associate is a member of the UWRF Foundation team and will report to the Senior Director of Development. 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 20-30 student callers
- Hire and train new callers and student managers
- Develop new and creative ways to motivate calling staff and maximize Telefund success
- Generate 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

- Bachelor’s degree
- Familiarity 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 callers
• Must be able to work a flexible schedule, including evenings when the call center is operational and occasional weekends during campus events.

Preferred Qualifications and Experience
• At least two years of fundraising experience
• Telefund management experience
• Knowledge of, or experience with call center or data management software programs
• Experience using social media as a fundraising tool

Employee Benefits
The position is eligible for full 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:

Colleen Peterson
Senior Director of Development
UWRF Foundation
410 South 3rd Street
River Falls, WI 54022
collen.peterson@uwrf.edu

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

The UWRF Foundation seeks a Development Associate to provide support to the daily operations of the Annual Giving program. This new position will play a critical role in successfully raising money to benefit UWRF. For complete details please visit http://www.uwrf.edu/Give/Employment.cfm.

Deadline of 1/15/2016