

University of Wisconsin-Madison

Development & Communications Specialist

Degree and area of specialization:

Bachelor's degree required.

Minimum number of years and type of relevant work experience:

- Minimum of two years of related experience and a proven track record in fund development from a variety of sources such as private donors, foundations, corporations and government agencies.
- Experience communicating with program donors and supporters including, but not limited to, preparing funding proposals, newsletter articles, thanks you letters, etc.
- Experience identifying funding and donor prospects
- Experience with data analysis and management including, but not limited to, experience with budgeting, financial projections, and program data
- Experience in event planning and management *preferred*
- Experience working with low-income persons and racial and ethnic minority groups *preferred*

Additional Skills:

- Ability to creatively pursue opportunities and solve problems
- Detail and deadline oriented
- Excellent analytical and research skills
- Ability to work in a team environment, while working independently to coordinate, prioritize and follow-through on many varied activities. Must be flexible and adjust quickly to changing circumstances.
- Ability to be friendly, calm, and encouraging in communicating with students from economically disadvantaged and racial/ethnic minority backgrounds.
- Excellent oral and written communication skills

Principal duties:

1. Annual Fund Management and Major Giving Support

- Support the Development Director with preparation of the annual fundraising plan and oversee its execution.
- Manage annual fund donor solicitations through various forms including mail, e-mail, social media, in phone, and in person.
- Manage the Odyssey Project funder database and make updates, as needed, to Odyssey donor records within the UW Foundation's donor database.

- Identify new donor and funder prospects including individuals, government funds, corporations, and foundations.
- Prepare cases for support and funding proposals. Coordinate proposal submittal through relevant offices/partners including the Dean's office, UW Research and Sponsored Projects, UW Foundation, and Friends of the UW Odyssey Project. Follow all relevant fundraising-related policies and procedures of the aforementioned partners.
- Coordinate with the Odyssey Budget Manager to ensure funding proposals align with program budget needs and to ensure funds are spent in accordance with funding budgets.
- Manage the annual fund donor stewardship program including preparation of thank-you letters, arranging site visits, and involving relevant Odyssey staff in donor stewardship.
- Collaborate with program staff to maintain an up-to-date review of relevant literature related to the societal needs that
- Odyssey addresses and the model that it employs.
- Collaborate with program staff on project evaluation tools to collect data necessary to report to funders, steward donors, and procure funding.
- Prepare all grant reports, ensuring that requirements are fully satisfied and all deadlines are met.
- Develop and manage relationships with donors, funders, and partners involved in growing Odyssey's annual resources.
- Support the Director of Development and Community Partnerships' efforts on Odyssey's major giving program. This entail(but is not limited to) researching donor prospects, writing cases for support and proposals, maintaining a gift table, tracking receipt of gifts and pledge fulfillment, and assisting with stewardship.

2. External Communications

Coordinate with Continuing Studies Integrated Marketing and Communications (IMC) Unit and Odyssey program staff to communicate updates about Odyssey with donors, funders, partners, and prospects. Manage the following in partnership with IMC:

- Odyssey website
- Social media accounts
- E-mail newsletter and updates
- Print communications and mailings
- Publicity
- Other reports / updates to funders/ donors
- Speaking engagements
- Graduation program and annual reports
- Mailing lists

3. Event Planning and Coordination

- Organize fundraising events
- Help to arrange and prepare for speaking engagements for program staff
- Assist with other special events with a focus on funder/donor/partner engagement
- Seek sponsorship for special events

HOW TO APPLY:

(To Apply for this position, copy and paste this link into your browser)

<http://jobs.hr.wisc.edu/cw/en-us/job/498646/development-and-communications-specialist>

ADDITIONAL INFORMATION:

This position will be located in Madison, Wisconsin on the UW Madison campus.

The Division of Continuing Studies is committed to building a diverse workforce. Members of underrepresented communities are strongly encouraged to apply.

A criminal background check will be conducted prior to hiring.