

101 Vera King Farris Drive | Galloway NJ 08205-9441
stockton.edu

Title:

Associate Director of Development (Unclassified)

Requisition Code:

S2200612

Location:

Galloway - Main Campus

Job Category:

Management

Department:

Development (510020)

Salary:

Salary commensurate with experience and is accompanied by an extremely competitive University benefits package.

Posted Date:

12/23/2022

Close Date:

N/A

Overview:

Stockton University is ranked among the top public universities in the Northeast with more than 160 undergraduate and graduate programs, as well as continuing education opportunities. The University, one hour from Philadelphia and two hours from New York City, offers unique living and learning environments throughout southern New Jersey, including the 1,600-acre Galloway campus in the Pinelands National Reserve and Stockton University Atlantic City, located in the University District, just steps from the beach and the iconic Atlantic City Boardwalk. Additional locations include Hammonton, Manahawkin and Woodbine. As a public university, Stockton provides an environment for excellence to a diverse student body, including those from underrepresented populations, through an interdisciplinary approach to liberal arts, sciences, and professional education. Founded in 1969, Stockton held its first classes in 1971. The University's commitment to cultural diversity and its welcoming and vibrant community makes Stockton a great place to learn and work! Learn more about the many reasons to choose Stockton at www.Stockton.edu.

Faculty and Staff are committed to support Stockton University's commitment to diversity and strong student-centered vision and mission.

Successful candidates will be required to show proof of their COVID-19 vaccine status prior to their start date. Religious or Medical waivers may be requested at the time of employment offer.

This is an in-person on campus, non-remote position. For the 2022-2023 academic year, the University has implemented a pilot program allowing employees to work a compressed 4-day work

week with extended workdays. Participation is subject to Divisional Executive approval depending on operational need.

Reporting to the Director of Individual Giving, the Associate Director of Development is responsible for oversight the University's annual giving program and cultivation of leadership annual gift prospects. The Associate Director implements a comprehensive annual giving program that includes industry standard best practices as well as innovative approaches to meeting opportunities presented by the evolving world of philanthropy. The annual giving program will meet specific financial and donor targets and ensure quality donor cultivation, solicitation, and recognition. The program includes both unrestricted giving and restricted giving in support of scholarships, academic schools and other programs. Components of the program may include direct mail, web-based solicitation, social media, personal solicitation, phonathon, and volunteer recruitment/training/management. The Associate Director will work directly with a variety of constituencies including alumni, faculty/staff, parents, and friends and work to grow the Stockton Society.

Responsibilities:

- Create and oversee an annual calendar of solicitations as well as segmented and general appeals and other giving opportunities for alumni, friends, parents and others to include direct mail, email, text, digital, social media and emerging technologies
- Manage the Foundation's crowdfunding platform. Work with colleagues across the University to create giving pages and crowdfunding campaigns to meet specific needs, including Ospreys Give, Stockton's annual day of giving
- Manage a portfolio of leadership annual giving and other prospects as assigned. Cultivate, solicit and steward donors in support of University initiatives and priorities
- Work with campus partners to help identify, design and implement effective fundraising strategies for emerging areas of support based on student, faculty or institutional needs and priorities
- Manage internal and external volunteers interested in supporting the University and Foundation through peer-to-peer fundraising
- Track and analyze data to make informed and strategic decisions regarding the annual giving program
- Other duties as assigned

Required Qualifications:

- Bachelor's degree from an accredited university or college
- Minimum of 3 years of relevant experience in Development

Preferred Qualifications:

- Experience in Development of an annual giving program
- Experience in higher education
- Experience crafting micro/macro appeals and donor communications

Required Documents:

Letter of Interest, Resume, Unofficial Transcripts

How To Apply:

Screening of applications begins immediately and will continue until the position is filled.

Only electronic documents will be accepted. Please complete the on-line application in addition to providing the following required documents. All required documents must be submitted in order for your application to move forward. You may upload documents using Microsoft Word or PDF

1. A letter of interest describing specific skills and experiences

2. A current resume
3. Unofficial transcripts
4. A list of three recent professional references (included in the application): Name, Organization, Email Address and Telephone

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

Click [here](#) to apply.

Please note:

- Stockton University is an equal opportunity institution and encourages a diverse pool of applicants. Pursuant to Title IX of the Education Amendment of 1972, Stockton University prohibits discrimination on the basis of sex (including, but not limited to, the prohibition of sexual misconduct and relationship violence, sexual assault and harassment) in all of its educational programs and activities. Please visit http://www.stockton.edu/affirmative_action for information on Stockton’s Equal Opportunity and Institutional Compliance processes. The University provides reasonable accommodations as appropriate. An applicant may request a reasonable accommodation for any part of the application and hiring process by contacting Bart Musitano, Manager for University Pensions and Benefits within the Office of Human Resources (Main Campus, J-115) at 609-652-4384, Monday – Friday between 8:00am – 5:00pm.
- All offers of employment are contingent upon a favorable background check, which may include social intelligence from a consumer reporting agency.
- In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees (faculty exempt) are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed.
- Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (Clery Act), prospective employees may access Stockton’s Annual Security and Fire Safety Report (ASF SR) at <https://www.stockton.edu/police/crime-statistics.html>. The ASF SR contains the previous three years of reported Clery Act crime statistics, fire safety information and information regarding campus and personal safety. Paper copies of the report are available at the Stockton University Police Department, Building 71, 101 Vera King Farris Drive, Galloway Township, NJ, or, call 609-652-4390 to request that a copy be sent via postal mail.