

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

**POSITION** Development Officer (Full-Time, Benefitted)  
**APPLY BY** September 2, 2024  
**HIRE DATE** September 13, 2024

**DIVISION** Foundation  
**REPORTS TO** Executive Director of Advancement  
**CLASSIFICATION** Salaried (Exempt)  
**POSTING DATE** August 16, 2024

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## SUMMARY

The Development Officer has direct responsibility for all aspects of the Foundation's annual giving program. This person will be accountable for directing the annual campus fundraising initiatives and be accountable for developing a short-and-long-term plan to increase annual support from alumni and friends of Southwest Tech. The program consists of, but not limited to: attracting and retaining prospective donors; monitors mailings; analyzing past donations; creating, disseminating and evaluating direct mail. This person will also develop innovative approaches to solicit gifts from alumni, parents, friends, businesses/community members and faculty/staff. This position will coordinate and work Foundation events.

## ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Establish, support and role model a professional and positive annual giving program work environment.
- Establish an annual giving program, including direct mail solicitations, annual phonathons, e-solicitations etc.
- Assist in the Foundation's role in producing the annual report of donors.
- Coordinate annual donor and volunteer appreciation event(s) and retiree event(s)
- Assist in implementing policies and procedures for donor recognition program, naming recognition, gift societies/levels, etc.; monitor acknowledgement system that details namings, recognition plaques and memorials, etc.
- Assist with developing marketing and promotional materials to communicate, advertise, and promote the Foundation.
- Develop, establish and maintain donor recognition activities.
- Create/produce and provide statistical reporting from Foundation database to support all Foundation activities (mailings, etc.)
- Coordinate the employee giving campaign.
- Lead record retention in, and data reporting from the Foundation database to support all Foundation activities.
- Develop donor relations and stewardship efforts.
- Prepare documents and assist during Foundation meetings and collaborate with the Southwest Tech Foundation board.
- Collaborate with other departments to support overall department goals and objectives.
- Coordinate annual donor and volunteer appreciation event(s)
- Lead/support the annual awarding of scholarships
- Other duties as assigned.

## TRAINING AND EXPERIENCE

- Bachelor's degree in Non-Profit Leadership or Development, Business Administration, Communication, or any other relevant field and related fundraising experience; or equivalent combination of education and experience.
- Ability to travel independently throughout Southwest Wisconsin, to attend periodic State meetings, and to visit friends and donors.
- Demonstrated success in identifying, cultivating, soliciting and managing gifts up to \$10,000.

- A willingness to learn various types of planned gift instruments (wills, trusts, annuities, etc.) and an ability to communicate the advantages of each to donors
- Supervisory and/or volunteer management experience
- Additional experience in development, etc.
- Experience operating a nonprofit organization
- Experience using donor management software.
- Ability to work occasional nights and weekends.

### KNOWLEDGE

- Professional fundraising strategies.
- Computers and related software applications.
- Customer service principles.
- Public relations principles.
- Applicable Federal, State, and Local laws, rules, and regulations.
- Methods of developing program plans.

### SKILLS

- Ability to establish and work within a team environment.
- Coordinating fundraising programs.
- Identifying, cultivating, and soliciting current and potential donors.
- Analyzing giving patterns.
- Strategizing campaign activities.
- Utilizing communication and interpersonal skills as applied to interact with coworkers, supervisor, the general public, and others sufficient to exchange or convey information and build relationships with donors.

### PHYSICAL REQUIREMENTS STATEMENT

- Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

### APPLICATIONS

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobs](http://www.swtc.edu/jobs)  
For questions regarding the application process please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or 608.822.2314.

If you need an accommodation, call 608.822.2632 (TDD: 608.822.2072) or email [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu)

### SALARY RANGE

**C42:** \$51,741.76 - \$72,438.46

### BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- On-campus Fitness Center Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charged)
- College Savings Program
- Additional Voluntary Benefits

### SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.