



# OTTERBEIN UNIVERSITY

## Job Posting

**Job Title:** Graduate Assistant Annual Giving

**Job Class:** Staff

**Department:** Annual Giving

**Reports to:** Director of Annual Giving

**FLSA status:** Part-time (approx. 20-25 hours per week)/Non-exempt/academic year position

**To Apply:** Please email an [Otterbein Employment Application](#), resume and cover letter including salary expectations to [hr.jobs@otterbein.edu](mailto:hr.jobs@otterbein.edu) addressing this position in the subject; FAX 614-823-1151; or mail to Otterbein University, Human Resources, 1 South Grove Street, Westerville, OH 43081. Only submissions with a completed application will be reviewed.

**For more information:** Please visit <http://www.otterbein.edu/Careers>

**SUMMARY:** The Graduate Assistant for Annual Giving serves as an integral part of the University's continuing growth of the annual giving program. The Graduate Assistant will aid the Director and Assistant Director of Annual Giving in securing unrestricted support for the Otterbein Fund through multiple communications channels for all donor segments in the annual giving program.

**BENEFITS** of this position include tuition waiver for graduate school studies and \$5,000 additional stipend. The successful candidate will also have the opportunity to gain highly marketable skills in the area of Advancement while functioning as a key member of a staff of nearly 30 professionals in the field.

**ABOUT OTTERBEIN UNIVERSITY:** Historically progressive. That is the hallmark of Otterbein University and those connected to this private university nestled in the picturesque, historic Uptown Westerville district in central Ohio. Otterbein University was established in 1847, a set of deeply rooted values still guide this model community of leaders and learners.

Otterbein has set the pace by providing an educational experience that is progressive, innovative and inclusive. Today Otterbein University enrolls 2,480 undergraduate students in more than 70 majors and 456 graduate students working toward one of six master's degrees or a doctor of nursing practice degree. Students come from towns throughout Ohio and represent 42 states and 11 countries, enriching the campus through their individual and collective diversity. Integrity, humane values and an inherently just, moral compass have guided Otterbein's forward-thinking vision and actions—from its curriculum to its responsibilities as a member of academic, regional and global communities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Shared management of telefund program with Assistant Director of Annual Giving. This includes data preparation, scripting, caller recruitment, and the hiring, supervision, and continual motivation of a body of student ambassadors. This will require evening work at certain times of the year.
2. Collaborate with annual giving and alumni relations team members to develop strategy and promote giving through social media and web challenges including, but not limited to, the Big Give, Giving Tuesday, and the Spring Giving Challenge.
3. Work with internal staff as needed to produce and disseminate annual giving communications with emphasis on branding, solicitation, and stewardship materials.
4. Develop and implement the usage of video in donor communications. This includes the use of the ThankView platform.

5. Assist in development of a 4-year education and engagement program to build an understanding of student and alumni philanthropy. This will include the Senior Class Gift campaign.
6. Track and analyze data in all channels and segments with emphasis on phone to ensure appropriate progress towards annual giving goals, utilize analysis, and recommend and implement adjustments to tactics as needed.
7. Assist with management of matching gift program.
8. Assist at alumni and donor events as needed including some held on nights and weekends

**SUPERVISORY RESPONSIBILITIES:** Assist with management of Annual Giving student workers.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**The graduate assistant must be accepted and enrolled into a Graduate School program at Otterbein University, must meet the requirements written within the Graduate School Policy Handbook and the Graduate Assistant Procedures.**

**EDUCATION and/or EXPERIENCE:** A bachelor's degree is required for the position. The ideal candidate will have a strong working knowledge of higher education organizations, particularly small independent liberal arts colleges. The candidate must have the ability to work under pressure, meet deadlines, and oversee multiple tasks simultaneously.

**CERTIFICATES, LICENSES, REGISTRATIONS:** N/A

**LANGUAGE SKILLS:** Must demonstrate excellent verbal and written English skills including grammar.

**MATHEMATICAL SKILLS:** Ability to analyze and segment audiences based on sound marketing principals is required.

**TECHNICAL SKILLS:** Facility with computer s and databases is essential.

**REASONING ABILITY:** Must possess excellent attention to details; must be a team player and interact collegially with co-workers and other constituencies. Must possess excellent customer service skills. Must possess strong organizational skills. Ability to exercise initiative and independent judgement in unusual or new situations. Must possess the ability to work effectively with students, faculty and staff from diverse communities and cultures. Must be able to work independently and must retain confidential information.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to travel both on and off campus. Some evening and weekend work is required to represent the University at events and functions. Must be able to spend prolonged periods of time on a computer and on the telephone. Must be able to project voice and do public speaking in both small and large group settings. Must be able to meet regular and predictable attendance standards.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in an office setting but may vary depending upon conditions present at off-campus locations.

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control*

*the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.*

**Otterbein University is an Equal Opportunity Educator and Employer.**

Otterbein University is committed to providing a welcoming environment free from unlawful discrimination. To this end, the University prohibits any form of discrimination against any person on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, gender identity, gender expression, national origin, disability, military status, or any other legally protected status in its programs and activities. However, the University's commitment to a nondiscriminatory environment is not intended to abridge unduly its commitment to academic freedom, free speech, or its educational mission. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Scott Fitzgerald  
Director of Human Resources and Legal Affairs, Title IX Coordinator  
614.823.1130