Position: Director of Annual Giving

Location: Montreat, NC

Summary:
The Director of Annual Giving will report directly to the Vice President for Advancement. The primary responsibility of the Director of Annual Giving is to lead the fundraising planning and implementation of the Keystone Scholarship, the college’s annual fund. This is an exempt position with the college’s approved benefit package.

General Qualifications:
• Demonstrate and articulate a personal Christian faith
• Exemplify and articulate a like-mindedness with Montreat College’s Christ-centered mission, vision, and values
• Excellent written and oral communication skills
• Detail-oriented
• Committed to strong customer service and to enhancing a culture of excellence
• Bachelor of Science or Arts degree with 3-5 years administrative/leadership experience
• Demonstrated organizational and interpersonal skills
• Demonstrated skills in technology – Microsoft Excel, PowerPoint, Database Software and Systems
• Proven ability to maintain high level of professionalism and confidentiality.
• Comfortable as an active team member in a highly-relational and goal-oriented environment

Specific Responsibilities:
• Create and execute strategies for achieving Keystone Scholarship annual goal, working collaboratively with Advancement team.
• Oversee appeal letter writing and implementation; responsible for versioning appeal letters for various audiences.
• Manage President’s Circle, a Montreat College giving society for donors who give $1,000 or more annually. Responsible for developing strategies for giving at higher levels, events planning for members, gift tracking, communication plans, and stewardship.
• Write proposals to foundations, churches, and corporations; maintain foundations pipeline and ensure proposals are sent before deadline; research prospective foundation funding sources.
• Develop and execute annual communication plan for Advancement Office, ensuring messages are aligned with brand promise and communication is sent in timely manner.
• Lead special giving initiatives, such as #GivingTuesday and stewardship projects.
• Compose monthly acknowledgement letters.
• Update and expand Advancement web pages as needed.
• Supervise multiple Wilson Scholar student workers.
• Other duties as assigned.

Application:
The position will remain open until filled. Candidates should submit a resume with cover letter of application, personal salvation testimony and three professional letters of recommendation. Send to: Alex Miller, Montreat College, P.O. Box 1267, Montreat, NC 28757.

About Montreat College:
Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associate degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The college is committed to Christ-centered teaching and learning, and is a member of the Council for Christian Colleges & Universities.