

The University of Chicago

Assistant Director, Direct Response – Requisition 083903

General Summary:

Coordinate fundraising strategies leading to an annual increase in revenue and key participation metrics. Implement direct marketing solicitation and communication strategies utilizing direct mail, e-mail, web, and telemarketing channels. Counsel annual giving officers of various University of Chicago constituencies on the most effective use of direct marketing strategies. Support the Senior Associate Director in the development of various reporting tools, segmentation strategies, and identifying greater efficiencies for distribution and tracking of annual campaigns.

Qualifications:

Bachelor's degree or higher required; a minimum of two years of years of nonprofit management, development, alumni relations, marketing, public relations or similar work experience required; experience in planning and managing programs, and monitoring budgets required; ability to manage multiple projects simultaneously, set deadlines, determine priorities, and monitor results required; strong verbal skills, strong attention to detail and follow up, excellent organizational skills and a high degree of flexibility and initiative required; excellent writing skills required; demonstrated skill and knowledge of, or ability to learn quickly, the internal workings of the University as well as the technology tools available to the Office of Alumni Relations and Development, including Griffin (the University's Donor Relationship Management System), a Microsoft Windows computer environment, Microsoft Outlook, Word, Excel, PowerPoint, and Access required.

For more information and to apply:

<http://tr.im/083903response>

To be considered, all job seekers must meet the requirements and apply online.

The University of Chicago is an Affirmative Action / Equal Opportunity Employer.