



LEADERSHIP ANNUAL GIVING OFFICER

MISSION

Create Lasting Impact.

VISION

To be the highest-producing Foundation in the Dakotas.

VALUES

Drive – We move with purpose.

Accountability – We mean it and we own it.

Commitment – We show up fully.

Collaboration – We earn trust every day.

POSITION SUMMARY

Under the leadership of the Vice President of Development, this position is responsible for cultivating, soliciting, and stewarding donors at the \$1,000+ level to grow philanthropic support for the University of South Dakota. The role engages donors through a mix of traditional fundraising methods and digital channels (e.g., video, social media, and text) and works collaboratively across the USD Foundation & Alumni Association to achieve fundraising goals.

ESSENTIAL DUTIES & RESPONSIBILITIES

Donor Identification & Discovery

- Conduct discovery to identify, qualify, and engage leadership annual giving and emerging major gift prospects.
- Complete donor visits to assess capacity, inclination, and readiness, and determine appropriate next steps.

Donor Engagement & Portfolio Management

- Develop and execute strategies to engage and solicit leadership annual giving donors.
- Manage an assigned portfolio through regular solicitation, engagement, and stewardship via in-person, virtual, and digital interactions.
- Maintain a high volume of daily donor touchpoints to build and sustain meaningful relationships.



Strategic Planning & Collaboration

- Partner with USDFAA colleagues to develop and implement strategies for leadership annual giving growth.
- Create prospect-specific cultivation and solicitation plans using both traditional and digital tactics.
- Collaborate across fundraising, marketing, and stewardship teams to support integrated engagement and annual giving strategies.

Data Management & Reporting

- Maintain accurate and timely donor and prospect records, including contact reports, in the CRM system.

Other Responsibilities

- Perform other duties as assigned.

REQUIRED SKILLS & ABILITIES

- Strong written, verbal, and interpersonal communication skills with attention to detail.
- Ability to manage multiple priorities in a fast-paced environment.
- Strategic, results-oriented mindset with strong follow-through.
- Proficiency with social media platforms and basic video creation/editing tools.
- Working knowledge of Microsoft Office and CRM systems.

MINIMUM QUALIFICATIONS

- Bachelor's degree in communications, marketing, business administration, or related field required. Experience may be substituted for education.
- Experience in fundraising, business development, marketing, or communications preferred; nonprofit or higher education experience preferred.
- Valid driver's license and acceptable driving record.

ADDITIONAL DETAILS

- Full-time, exempt position.
- Regional and occasional overnight travel is required.
- Eligible for remote work within close proximity to Vermillion or Sioux Falls.