**Alumni Fund Development Officer**  
Development Office  
  
The Williams College Development Office is pleased to announce an opening for an Alumni Fund Development Officer. The Alumni Fund helps every student, supporting every core component of the Williams experience. We seek a dynamic and enthusiastic fundraising professional with an appreciation for a devoted undergraduate, alumni and parent community of a small liberal arts institution. As a key member of the Development team, the Alumni Fund Officer performs gift administration duties as needed and contributes to the departmental goals of the Office of College Relations. The Alumni Fund Officer also works closely with the Director of Annual Giving and Director of the Parents Fund to cultivate relationships with varsity teams.  
  
The Alumni Fund Officer is responsible for the management, development, coordination and support of all Alumni Fund and Senior Class Gift activities and fundraising, helping to achieve annual giving goals and objectives. This includes, but is not limited to:

* Recruiting, training and cultivating relationships with key volunteers
* Coordinating and managing individual class campaigns and communications
* Collaborating with class agents to set and adopt goals that are consistent with capacity and expectations
* Stewarding volunteer and donor efforts
* Managing the leadership and follow-through of multiple agent teams
* Creating and implementing opportunities for undergraduate engagement and education around philanthropy

Qualifications:

* Bachelor's degree is required
* Minimum of two years of progressive nonprofit fundraising experience (preferably in higher or secondary education) or other directly related experience, including recruiting, training and managing fundraising volunteers
* Excellent organizational, oral and written communications skills
* Ability to work effectively as part of a team and independently
* Competency in standard office software
* Flexibility to creatively conceive and adapt different approaches to varied constituencies
* Some travel, evening, and weekend responsibilities are required
* Knowledge of the key issues facing higher education is desirable

Preference will be given to candidates with professional development experience who have demonstrated their ability to work effectively under pressure to meet deadlines, to cultivate relationships with a well-educated and highly sophisticated volunteer pool, to analyze and interpret data to develop successful fundraising strategies, to effectively coach and lead new volunteers, and to address sensitive issues raised by alumni.  
  
The review of resumes will begin immediately, and continue until the position is filled. Job Group 2-F.  
  
Employment at Williams is contingent on the verification of background information submitted by the applicant, including the completion of a criminal record check, and education when applicable.  
  
**To apply for this position, please visit** [**https://employment.williams.edu/staff**](https://employment.williams.edu/staff)**. If you have any questions, please feel free to contact us via phone at (413) 597-4247 or email at** [**hr@williams.edu**](mailto:hr@williams.edu)**.**  
  
Williams College is a coeducational liberal arts institution located in the Berkshire Hills of western Massachusetts with access to the culturally rich cities of Albany, Boston, and New York City. The College is committed to building and supporting a diverse population of approximately 2,000 students, and to fostering an inclusive faculty, staff, and curriculum. Williams has built its reputation on outstanding teaching and scholarship and on the academic excellence of its students.  
  
Beyond meeting fully its legal obligations for non-discrimination, Williams College is committed to building a diverse and inclusive community where members from all backgrounds can live, learn and thrive.

Apply Here: <http://www.Click2Apply.net/9z4572mtpz4d2zhh>

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