



Wingate University Open Position

Position Title: Director of Donor Relations, Office of Advancement

Position Location: Advancement Office

Founded in 1896, Wingate is one of the fastest-growing independent universities in the state, serving more than 3,600 students on three campuses. We emphasize faith, knowledge, and a spirit of service in all our programs, regardless of the field of study. At Wingate, we are committed to an inclusive and welcoming environment for working, learning, and living. As an equal employment opportunity employer, we respect each individual and support the diverse cultures, perspectives, skills, and experiences within our workforce. Wingate's main campus is located on 400 acres of beautiful landscape and only 25 minutes from the Charlotte metropolitan area. Learn more at www.wingate.edu

Position Summary: The Director of Donor Relations is responsible for building nurturing and long-lasting relationships between Wingate and its donors. The Director ensures that every donor is appropriately stewarded for their giving to Wingate by developing and managing a comprehensive stewardship program.

Duties and Responsibilities:

- Develops and implements a comprehensive stewardship program that results in high donor retention, ongoing engagement and promotes further investment in Wingate.
- Oversees all donor engagement activities for the University including but not limited to scholar thank-a-thon, beneficiary meetings, donor recognition signage, and giving societies.
- Creates and delivers timely annual reports for all donors to annual and endowed fund donors.
- Manages the coordination and execution of donor events including receptions, luncheons, dinners, and dedication ceremonies.
- Oversees establishment of new endowed funds, annually funded scholarships, and charitable gift annuities.
- Oversees policies and procedures related to gifts-in-kind, gift minimums and naming opportunities.
- Provides strategic input to Student Financial Services during the scholarship assignment process.
- Utilize campus partners in academics, institutional research, and student financial services to ensure grant submissions are thorough and compelling.

Qualifications and Experience:

- 3-5 years experience in donor relations or donor systems management preferred.
- Excellent interpersonal and relationship-building skills, and the ability to develop rapport and communicate with a wide range of individuals and constituencies in a diverse community.
- Excellent organizational and time management skills. Proficiency in priority-setting and follow-up, as well as follow-through skills required.
- Strong oral and written communication skills; experience making presentations to a variety of audiences.

- Proficient in Raiser's Edge, Word, Excel, Internet/Email, and proven ability to learn and apply new systems.
- Ability to work independently as well as collaboratively.
- Able to adapt to a varied schedule; evening and weekends possible.
- Bachelor's degree preferred, or equivalent combination of education and experience.

To apply, submit the following to Human Resources at careers@wingate.edu and j.bullock@wingate.edu

- 1) Letter of interest, 2) resume, and 3) contact information for 3 references

EQUAL OPPORTUNITY EMPLOYER: Wingate University abides by all federal and state laws prohibiting employment discrimination solely on the basis of a person's race, color, creed, national origin, religion, age (over 40), sex, marital status or physical handicap, except where a reasonable, bona fide occupational qualification exists. Wingate University is committed to the provisions of the Americans with Disabilities Act and its amendments. Wingate University expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability or veteran status.