



Job Specification

Job Title: Manager, International Fund Raising
BCAT Code: 443X AC
Pay Grade: G17

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Plans, coordinates and implements the development program relating to international alumni, including the development of a model for use with each country. Includes major gift and annual fund campaigns involving individual, corporate and foundation prospect identification, cultivation, solicitation and gift stewardship activities. Research alumni addresses, make contacts, develop strategies for cultivation and solicitation. Ensure all follow-up activities occur. Also responsible for supporting the work of international alumni volunteers.

Examples of Duties

- Researches, identifies and corrects missing international addresses for alumni and other prospective donors (parents, corporations, and other prospects);
- Develops BANNER database processes to track contacts with international alumni;
- Builds relationships with others to facilitate the identification of key contact(s) in each country and, within the University, to identify academic exchanges, research interests, alumni travel, current international students, etc. that can be used to expand the university's visibility in each country;
- Orchestrates events for international alumni built around faculty/administration travel plans, new students admitted, new alumni returning to their home country, etc.
- Builds relationships with international alumni on behalf of Georgia State University.
- Arranges for visits from University faculty or administration if appropriate. Facilitate solicitations and ensure stewardship of international donors.
- Makes cultivation calls on selected international major gift prospects.
- Regular and frequent contact with international alumni in person and by email.

Knowledge, Skills and Abilities

- Ability to communicate effectively verbally and in writing.
- Experience working with international community.
- Possess experience using the Banner Alumni/development computer system and with electronic mail.
- Ability to supervise and train others.

Minimum GSU Hiring Standards

Bachelor's degree and five years experience in development and alumni relations; or a combination of education and experience. Fund raising experience in a college or university setting is preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.