



**Alpha Saint Anthony Hall at Columbia University**  
***Saint Anthony Historic Preservation Society***  
*Director of Campaigns and Alumni Affairs Position Description*

**Alpha St. Anthony Hall** (“SAH”), founded in 1847 as a literary society to promote a love of literature among its members, is Columbia University’s oldest and most distinguished fraternal organization. SAH is seeking a part-time Director of Campaigns and Alumni Affairs to:

1. implement the strategy for the organization’s first fundraising effort to rehabilitate its Chapter House, constructed in 1899 and recognized on the National Register of Historic Places;
2. strategize future annual fundraising initiatives; and,
3. manage communication and engagement with SAH’s nearly 900 living alumni.

This individual will report directly to the Board Chair and work closely with Board of Directors and Campaign Steering Committee members. Ideal candidates will be great communicators who thrive in a flexible, autonomous environment. Candidates should be excited about the opportunity to build a fundraising and alumni engagement program from the ground-up.

**Director of Campaigns and Alumni Affairs Role**

The Saint Anthony Historic Preservation Society’s Director of Campaigns and Alumni Affairs will be responsible for the day-to-day planning, coordination, and management of the campaign. The position is both strategic and tactical, incorporating all components of a capital campaign from the leadership gift phase through the launch and implementation of the public phase. The Director of Campaigns and Alumni Affairs will be responsible for shaping donor and alumni stewardship efforts, deepening the prospective donor pipeline, planning and executing cultivation events, developing and implementing an alumni communication plan, managing campaign volunteers, and maintaining accurate and up-to-date information on campaign goals, donors, and prospects.

The Director of Campaigns and Alumni Affairs will work part-time, on average 20 hours per week remotely, and ideally be within a few hours of New York City so that s/he can manage fundraising events in the city and at the Hall. S/he will report to the Board Chair and will have extensive interaction with Campaign Executive Committee and Steering Committee members, current students, and alumni volunteers.

**Responsibilities**

- Implement the existing strategic direction for the campaign, managing the activities of the Board Chair, Campaign Executive Committee, Campaign Steering Committee, and volunteer campaign leadership.
- Manage a robust portfolio of donors by developing and executing strategies for the cultivation, solicitation, and stewardship of current and new donors.
- Coordinate and manage campaign cultivation and recognition events, ranging from small dinner parties to cocktail events to SAH’s large annual event, along with the Board of Trustees and volunteer campaign leadership.



- Prepare customized briefing and solicitation materials for volunteers to use for meetings.
- Maintain an organized and detailed prospective donor pipeline, annotated table of gifts, and list of recognition opportunities.
- Maintain the alumni and fundraising database in Little Green Light.
- Manage timely donor acknowledgements and stewardship, including pledge forms and thank you letters.
- Manage and oversee all pledge documentation – tracking payments, sending quarterly reminders, and coordinating with the Board of Directors to ensure records are maintained in accordance with auditing standards.
- Provide necessary campaign updates and numerical analysis to the Campaign Steering Committee and Board of Directors.
- Perform prospect research using a range of online tools.
- Support the Campaign Steering Committee and volunteers; assist in campaign volunteer recruitment, help set strategy, prepare and conduct follow-up for group meetings, and prepare volunteers for solicitations.
- Develop alumni- and donor-facing correspondence including letters, invitations, reports, newsletters, and other communications materials.
- Maintain a comprehensive campaign timeline.
- Other responsibilities as assigned by the Board of Directors.

### **Requirements/Qualifications**

- Bachelor's degree and at least four years of professional experience in development and/or alumni affairs.
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
- Experience creating workplans and working autonomously.
- Proficiency in Microsoft Excel, PowerPoint, Word, and database management.
- Outstanding interpersonal, written and verbal communication, and problem-solving skills.
- Experience managing volunteers is preferred.
- A proven track record of coordinating and executing successful gatherings and events is preferred.

**Start Date:** September/October 2020

**Competitive salary based on experience.**

Please send your resume and 3-4 sentences of why you think you'd be a good fit for this position to [elyse@alphasaintanthonyhall.org](mailto:elyse@alphasaintanthonyhall.org) with the Subject Line: "Director of Campaigns and Alumni Affairs"