



Wayne B. Paugh
President

C. Craig Smith
Vice President

Curtis D. Gomulinski
Executive Director

ANNUAL GIVING OFFICER

Tau Beta Pi is an engineering honor society representing the entire engineering profession. It is the nation's second-oldest honor society, founded at Lehigh University in 1885 to mark in a fitting manner those who have conferred honor upon their Alma Mater by distinguished scholarship and exemplary character as students in engineering, or by their attainments as alumni in the field of engineering, and to foster a spirit of liberal culture in engineering colleges.

Tau Beta Pi has grown steadily since its founding, and there are now collegiate chapters at 248 U.S. colleges and universities, 45 active alumni chapters, and a total membership of over 600,000. *The Bent of Tau Beta Pi*, our quarterly magazine, is sent to 83,000 subscribers. The Headquarters of the world's largest engineering organization is located in Knoxville at the University of Tennessee.

Tau Beta Pi is looking for a dynamic self-starting development leader who will manage, grow, and enhance our annual giving program. This position reports directly to the Executive Director and collaborates with the other Headquarters team members and our Association volunteers. It is expected that industry best practices and ethical considerations will be applied to the fundraising, donor engagement, and stewardship processes.

Position Summary

The Director of Annual Giving is fiscally responsible for annual revenue goals for individual gifts through direct mail, email, and social media solicitations across all donor segments. This includes the identification, cultivation, and solicitation of new donors and the stewardship of existing donors. The Director of Annual Giving shares responsibility for overall organizational goal achievement and is an integral member of the fundraising team.

The position is a hands-on role that requires industry knowledge of annual fund best practices, flexibility, proven time management skills, and the ability to work with both staff and volunteers.

Key Responsibilities

- Create, organize, and manage a strategic annual fund program for individual gifts up to \$20,000 in unrestricted dollars
- Manage programs and systems to improve efficiency and effectiveness of all aspects of the annual fund
- Work in collaboration with development colleagues to build a wide network of support for Tau Beta Pi
- Identify, cultivate, and solicit new donors for the annual fund. Establishes and effectively manages relationships with prospects.
- Manage donor stewardship and recognition programs and use those programs to renew previous gifts
- Prepare regular reports on effectiveness of the annual fund program and develop strategies and new opportunities for future campaigns
- Lead the direct mail marketing campaign by setting timelines, designing and crafting appeal language, overseeing production print materials, and performing related tasks as required for simultaneous multiple campaigns during the year
- Enhance the use of electronic marketing and website materials to support online appeals for individual gifts

The Tau Beta Pi Association, Inc., Founded 1885

Member of the Association of College Honor Societies
508 Dougherty Engineering Hall, UT, P.O. Box 2697, Knoxville, Tennessee 37901-2697
Tel: (865) 546-4578 Fax: (865) 546-4579 E-Mail: tbp@tbp.org Web: www.tbp.org



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- Provide support for Tau Beta Pi's major gift cultivation and stewardship activities including the development of a robust donor pipeline
- Ensure accurate and timely upkeep of donor database for annual fund data
- Performs other related duties as required

Required Skills

- Bachelor's degree and a minimum of 5 years of experience in annual giving
- Experience and knowledge of the key components needed to run a successful annual fund program for a non-profit
- Outstanding written and verbal communication skills including proofreading
- Strong interpersonal and listening skills, creativity, and critical thinking
- Expertise in working with databases, data analysis, and fundraising reports
- Experience in working with fundraising software, Microsoft Office suite, and the Google G-Suite
- Proven ability to take initiative and lead an annual fund program, manage multiple projects, and meet deadlines effectively
- Well-organized with careful attention to detail
- Deeply committed ethical approach to donors and donor records, and ability to maintain confidentiality
- Experience with direct-mail, email, and electronic marketing
- Ability to travel 2-3 times per year for up to a week at a time

Desired Skills

- Experience with corporate and foundation fundraising/grant writing
- Background in a variety of social media platforms specifically related to marketing and development

Additional Information

The position is located at Tau Beta Pi Headquarters, 508 Dougherty Hall, on the University of Tennessee campus in Knoxville.

The salary range for this full-time non-exempt position is \$60,000 - \$80,000 depending on experience.

Benefits include:

- Medical & Vision Insurance
- Retirement Plan after 1 year of employment
- 11 paid holidays
- 12 paid vacation days to start
- UT Staff parking permit

This requisition will close on December 20, 2019. The selected candidate is expected to start as soon as possible. Interested applicants should send cover letter and resume to Executive Director Curtis D. Gomulinski through email at tbp@tbp.org or through postal mail at P.O. Box 2697, Knoxville, TN 37901-2697.

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