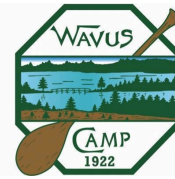




**KIEVE WAVUS**  
E D U C A T I O N



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## Alumni Engagement & Gift Officer

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### Summary

The Alumni Engagement & Gift Officer supports the Communications Director & Chief Advancement Officer (CAO) in all tasks to achieve ambitious fundraising goals. Responsibilities range from the day-to-day management of fundraising initiatives to maintaining our constituent database, campaign reporting, tracking against goals, and project management of frontline fundraisers' portfolios. A primary strategist for the Annual Fund and lead for alumni engagement, the Alumni Engagement & Gift Officer may be asked to cultivate their own small portfolio of donors and will assist high-level volunteers and their networks.

### Mission

Kieve Wavus Education empowers people to contribute positively to society by promoting the values of kindness, respect for others, and environmental stewardship through year-round experiential programs, camps for youth and adults, and guidance from inspirational role models.

### Qualifications

Bachelor's degree required, ideally paired with a passion for education, wilderness tripping, and/or summer camp. Significant experience in nonprofit advancement preferred. Proficient in Blackbaud Raiser's Edge and/or capable of learning database systems. Proactive learner who thrives on feedback and working in an environment that promotes taking initiative. Organized, diligent worker who is a clear communicator and collaborative team member. Takes pride in the professional and strategic analysis and presentation of information and in learning the nuances of our constituent base. Maintains confidentiality. Willing and able to complete a wide range of tasks to advance KWE's mission.

**Responsible to:** Communications Director & Chief Advancement Officer

### Primary Responsibilities

*Donor Strategy & Portfolio Management* | Under the guidance of the Communications Director & CAO, own the master gift pyramid — including identifying and researching prospects, analyzing and organizing the pipeline, and packaging progress and action steps. Using Raiser's Edge NXT, help to project manage the frontline fundraising team's portfolio activity and further support them in coordinating their cultivation, solicitation, and stewardship efforts. Support campaign committee work.

*Fundraising & Engagement* | Opportunity to build and manage a small portfolio of donors and prospects. Cultivate the Annual Fund (AF) and Loyalty Fund (LF) — supporting their appeal strategies, execution, and reporting. Build the AF Leadership Society and manage the LF committee. Project manage mass and segmented engagement efforts, including our planned giving society Paddle & Pines, KWE's career network, and alumni committees. Collaborate on the execution of alumni and fundraising events.

*Advancement Operations* | Help to manage Raiser's Edge NXT, including maintaining detailed constituent records. Generate giving and constituent lists and reports, evolving Raiser's Edge NXT to support KWE's advancement and engagement needs. Under the guidance of the Communications Director & CAO, lead the monitoring of campaign goals, donor and prospect activity, and fundraising action steps.

*Support of the Organization* | Kieve Wavus Education is an educational nonprofit that requires a highly dedicated team to function. Each employee should understand our mission and be ready to work beyond their job description in order to fulfill it.