Job Title: Manager, International Fund Raising

BCAT Code: 09MX11  Effective Date: April 1, 2007
Pay Grade: G17      FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Plans, coordinates and implements development programs for international alumni, such as the development of a model for each country. Conducts major gift and annual fund raising campaigns involving individual, corporate, and foundation prospects. Identifies, cultivates, and solicits stewardship activities.

Examples of Duties
- Researches, identifies and corrects missing international addresses for alumni and other prospective donors, such as parents, corporations, and other prospects.
- Develops Banner database processes to track the contact information of international alumni.
- Builds relationships to facilitate key contacts in each country and within the University to facilitate academic exchanges, research interests, alumni travel, etc., and to increase the University visibility in a country.
- Researches alumni addresses, makes contacts, and develops strategies for cultivation and solicitation.
- Ensures that all follow-up activities occur.
- Supports the work of international alumni volunteers.
- Coordinates international alumni events with faculty and administration travel plans, new students, new alumni returning to their home country, etc.
- Builds relationships with international alumni on behalf of Georgia State University (GSU).
- Arranges visits from University faculty or administration.
- Facilitates solicitations and ensures the stewardship of international donors.
- Maintains regular and frequent contact with international alumni in person and by email.

Knowledge, Skills and Abilities
- Knowledge of Banner Alumni and development computer system.
- Knowledge of working with an international community.
- Ability to supervise and train others.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and five years experience in development and alumni relations; or a combination of education and related experience. Fund raising experience in a college or university setting 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.