

POSITION DESCRIPTION

Position Title: Advancement Associate

Work Schedule: Full Time, 12 Months

Supervisor: VP of Philanthropy

Fundraising & Donor Development

- Lead and coordinate strategies to secure annual Tabor Fund support from alumni, parents, churches, corporations, foundations, and friends of the college.
- Manage the annual Tabor Fund cycle to communicate the mission of Tabor College, encourage prayer support, and generate charitable gifts.
- Develop and manage a portfolio of donor prospects, maintaining regular personal contact through visits, phone conversations, correspondence, direct mail, and events.
- Cultivate new donors, renew lapsed donors, and encourage increased giving from current donors through strategically targeted solicitations.
- Conduct regular face-to-face donor visits for cultivation, solicitation, stewardship, relationship development, and reporting.
- Identify and develop relationships with non-alumni supporters, including churches, businesses, organizations, and other friends of Tabor College.
- Research and implement effective fundraising strategies, including electronic giving, phone campaigns, events, and other donor engagement opportunities.

Donor Relations & Advancement Activities

- Oversee the management and growth of the Tabor Society, including annual stewardship and donor recognition efforts.
- Coordinate annual alumni and donor phone-a-thon activities, including supervision and direction of student callers.
- Draft donor communications that effectively communicate Tabor College's mission, encourage Biblical stewardship, and inspire charitable giving.
- Provide direction for the College's matching gift program in collaboration with the Donor Accountant.
- Partner with Advancement, Communications, Alumni, and other campus areas to strengthen donor and corporate relationships.
- Assist with Advancement events, including the President's Dinner, Homecoming, Festival Dinner, and other donor and alumni events.
- Represent Tabor College within churches, community organizations, and other constituency groups.
- Assist the VP of Philanthropy with church relations, capital campaigns, planned giving, and other Advancement initiatives.

Administration & Accountability

- Maintain accurate donor correspondence, contact reports, activity records, and annual fundraising statistics.
- Submit regular activity and planning reports and participate in Advancement staff meetings.
- Evaluate fundraising activities and donor engagement efforts to identify opportunities for improved effectiveness.
- Work collaboratively with the Advancement Team to ensure constituents are appropriately cultivated, engaged, and provided opportunities to support the mission of Tabor College.
- Perform other duties as assigned by the VP of Philanthropy to support Advancement operations.

Required Qualifications & Abilities

- Bachelor's degree required; master's degree preferred.
- Fundraising, advancement, development, sales, or relationship-management experience preferred.
- Strong interpersonal, written, verbal, and digital communication skills.
- Demonstrated ability to build relationships, network effectively, and confidently cultivate and solicit financial support.
- Goal-oriented and results-driven with strong organizational and follow-through skills.
- Willingness to continually develop knowledge of stewardship, philanthropy, and fundraising strategies.
- Professional fundraising or advancement association membership or certification is beneficial.
- Ability and willingness to travel regularly in support of donor development and College activities.
- Tabor College alumnus preferred.
- Has a demonstrable faith in Jesus Christ and supports the mission and values of Tabor College.