

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

<b>POSITION</b>	<b>Annual Giving and Donor Relations Coordinator [Full-Time, Benefitted]</b>
<b>APPLY BY</b>	<b>Open Until Filled</b>
<b>HIRE DATE</b>	<b>TBD Upon Offer</b>
<b>DIVISION</b>	Foundation
<b>REPORTS TO</b>	Director of Foundation
<b>CLASSIFICATION</b>	Salaried (Exempt)
<b>POSTING DATE</b>	April 29, 2026

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## **SUMMARY**

The Annual Giving and Donor Relations Coordinator will have direct responsibility for all aspects of the Foundation's annual giving program. This person will be accountable for directing the annual campus fundraising initiatives and be accountable for developing a short-and-long-term plan to increase annual support from alumni, friends, and corporate partners of Southwest Tech. The program consists of, but not limited to: attracting and retaining prospective donors; monitors mailings; analyzing past donations; creating, disseminating and evaluating direct mail. This person will develop innovative approaches to solicit gifts from alumni, parents, friends, businesses/community members and faculty/staff. This position may be expected to travel throughout Southwest Wisconsin and work occasional evenings and weekends in support of Foundation meetings and events.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Establish, lead, and role model a professional, positive, and collaborative annual giving program work environment.
- Design, implement, and manage a comprehensive annual giving program, including leading a Day of Giving campaigns, direct mail, digital/electronic solicitations, faculty and staff giving, and alumni giving initiatives.
- Lead the corporate partner sponsorship program, including development, implementation, stewardship, and coordination of sponsor recognition and benefits.
- Develop and implement donor relations and stewardship strategies, including donor recognition programs, naming opportunities, gift societies, and giving levels.
- Oversee donor acknowledgment and recognition processes, including plaques, memorials, naming recognitions, and donor recognition displays.
- Produce, coordinate, and distribute annual fund and donor impact reports, including leading the Foundation's annual donor report.
- Develop marketing, communication, and promotional materials to support annual giving, donor relations, stewardship, publications, and Foundation initiatives.
- Generate statistical reports and analyze data from the Foundation database to support fundraising, stewardship, and organizational decision-making.
- Lead record retention, data integrity, and reporting efforts within the Foundation database to support all Foundation activities.
- Collaborate with Foundation and campus partners to support departmental goals, fundraising priorities, and institutional initiatives.
- Support the planning and execution of alumni and donor engagement events.
- Be the direct supervisor of student employee(s) in the Foundation.
- Perform other duties as assigned.

## TRAINING AND EXPERIENCE

The Annual Giving and Donor Relations Coordinator will be a motivated person of integrity. He/she will be dedicated to the vision, mission, purposes, and values of the Southwest Wisconsin Technical College Foundation, the Southwest Wisconsin Technical College Real Estate Foundation, and Southwest Wisconsin Technical College. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree in a relevant field.
- Minimum of five (5) years of professional fundraising experience, including annual giving, or an equivalent combination of education and related professional experience
- Experience planning and supporting events.
- Strong written, verbal, interpersonal, and customer service skills, with the ability to work effectively both independently and collaboratively with diverse groups.
- Demonstrated ability to manage multiple priorities, meet deadlines, maintain confidentiality, and thrive in a fast-paced environment.
- Proficiency with Microsoft Office Suite (Word, Excel, Access, PowerPoint) and standard office technology.
- Experience using donor database systems and desktop publishing or marketing tools.
- Knowledge of budget preparation and management.
- Familiarity with emerging technologies that enhance fundraising and donor engagement.
- Ability to travel throughout Southwest Wisconsin and work occasional evenings and weekends in support of Foundation meetings and events.
- Valid driver's license.

Preference will be given to those with:

- Fundraising experience in higher education or a nonprofit environment.
- Experience with donor database systems.

## PHYSICAL REQUIREMENTS STATEMENT

Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

## APPLICATIONS

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobs](http://www.swtc.edu/jobs) For questions regarding the application process, or if you need an accommodation, please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or **608.822.2314**. (TDD: 608.822.2072)

## SALARY RANGES

C42: \$51,741.76 - \$72,438.46

## BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

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|--------------------------|--|---------------------------------|
| • Health Insurance       | • Health Club Access                       | • Additional Voluntary Benefits |
| • Dental Insurance       | • Wisconsin Retirement System Contribution | • Paid Time Off                 |
| • Vision Insurance       | • On-campus day care (hourly rate charged) |                                 |
| • Life Insurance         | • College Savings Program                  |                                 |
| • Long-Term Disability   |  |                                 |
| • Health Savings Account |  |                                 |

## SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.