

THURSDAY CAREERS CHATS

Date of Session: 4/28/11 Title of Session: Careers in Fundraising

Alumni Presenter: Molly Osborn Class Year: 2008

Title: Assistant Director of Middle Market Employer: Georgetown University Office of Advancement

Notes from Session:

During Molly's time at Dickinson, she interned for the Reading Phillies. During this experience, she gained project management skills as well as opportunities to interact with a variety of people. She also interned at the AIDS Community Alliance in Harrisburg, plus took advantage of the opportunity to work with Rep. Todd Platts. After graduation, Molly initially worked as a Development Assistant and then moved into a Assistant Program Manager of the Discovery Initiative. These are typical entry level positions into the field of development. She now works as an Assistant Director of Development, raising gifts between \$25,000 and \$150,000 and above. Her job is very people-oriented. She calls and meets with people (alumni, parents, and friends of the university) daily. To find a job in this industry, any type of experience within a job or internship that is people-oriented can be helpful. Having knowledge of Excel and a general knowledge of fundraising cycles can be helpful to secure a job. Plus it just helps if you're generally able to multitask in professional dimensions.

On the job, Molly noted that during meetings with prospective donors, much of the conversation centers around the donor themselves. Hearing stories about alumni and friends of the university and connecting their interests and passions back to the university is the most rewarding part of her job. The ability to listen effectively and talk with contacts is two of the important aspects of the job itself.

Whenever you're seeking a job in development or advancement, networking with a variety of contacts can help you to connect with the right organization. Review individual organization websites weekly. Other job tips include making sure that your resume and cover letter is on target for the industry plus using the Career Center can help you to make those things happen. Molly found the mentoring of Dickinson alums through DickinsonWorks to be a valuable tool in the job search process. Finally, sending a "thank you" immediately following the interview can help to cement your job offer.