

**Lac Courte Oreilles Ojibwe University (LCOOU)**  
**Position Description No. AGS82726**



|                         |                                                 |
|-------------------------|-------------------------------------------------|
| <b>Position Title:</b>  | Annual Giving Specialist                        |
| <b>Reports To:</b>      | Chief Advancement and Communications Officer    |
| <b>FLSA Status:</b>     | Non-Exempt                                      |
| <b>Annual Contract:</b> | Full-time, 40 hours per week, 52 Weeks per Year |
| <b>Rate of Pay:</b>     | \$23.00 per hour                                |
| <b>Date Prepared:</b>   | August 27, 2026                                 |

**General Position Summary:**

The Annual Giving Specialist is responsible for annual fundraising activities, including identifying, cultivating, soliciting, stewarding annual gifts from donors, and engaging alumni in university activities. Fundraising will include but is not limited to special events, online fundraising, and direct mail campaigns.

**Key Responsibilities:**

- Coordinate and implement the annual fundraising letter campaign
- Develop and implement digital giving, including Giving Tuesday, Indigenous Giving Day, etc.
- Coordinate and implement University annual fundraising events such as the Scholarship Golf Outing, Alumni Events, Migiziwag Dayesaashijig Gala, and the Indigenous Fashion Show.
- Coordinate and implement the donor communication plan
- Identify and cultivate new donors from various sectors of the tribal, local, state, federal, and global communities
- Engage with University alumni, incorporating them into our fundraising plans
- Produce a monthly newsletter for donors and alumni
- Recruit and maintain an alumni council
- Research and write community, foundation, and corporate grants that support LCOOU's strategic plan.
- Process donations including data entry, thank you letter, filing, etc.
- Maintain data integrity, accuracy, and confidentiality
- Schedule and prepare materials for Advancement meetings
- Other duties as assigned by supervisor and/or President

**Minimum Qualifications:**

- Bachelor's degree
- Experience and proficiency working with computers and Microsoft Office programs
- The ability to work in a fast-paced, high-demand customer service environment; superb customer service skills required
- Attention to detail
- Excellent time-management skills and the ability to manage multiple projects and meet deadlines
- Strong written and verbal communication skills
- Understanding of the importance of confidentiality with all information received both written and oral
- Support the mission and core values of the University

**Preferred Qualifications:**

- Experience working in a tribal community

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- Experience in a University setting
- Experience working with a donor database
- Experience in fundraising
- LCOOU Alumni

**Work Environment:**

- Work is mostly accomplished at a desk working at a computer
- Some travel is required

**Reportability:**

- Reports to the Chief Advancement and Communications Officer

**Supervision:**

- This position does not supervise other employees.

**Application Process:**

Please submit either a hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe University job application (available online at [www.lco.edu/employment](http://www.lco.edu/employment)) to the address directly below. All materials should be submitted in a single packet. **Only applications containing all the items noted above, fully completed, will be considered.**

Hand-delivered application packages will be accepted at the University until 4:30 pm on the deadline date; mailed applications must be received by the deadline date and emailed application packages must be received by 11:59 pm on the deadline date.

Human Resources  
Lac Courte Oreilles Ojibwe University  
13466 W Trepania Road  
Hayward, WI 54843  
Phone: 715-634-4790  
Fax: 715-634-5049  
Email – [hr@lco.edu](mailto:hr@lco.edu)

All materials submitted will become property of the University and will be retained for one (1) year from the application deadline.

Lac Courte Oreilles Ojibwe University encourages applications from all peoples and sources; however, we follow an Indian preference policy when hiring.

*"The Lac Courte Oreilles Ojibwe University mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe."*