

## POSITION DESCRIPTION

### Consultant

**Title:** Consultant (contract)

**Company:** Annual Giving Network

**Location:** Remote

Consultants play a key role in conducting research, teaching, coaching, and delivering consulting services. Ideal candidates have significant experience leading annual giving or other fundraising programs at a college, university or independent school, a deep appreciation for and knowledge of annual giving best practices, and a sincere passion for education. Consultants are independent contractors and may have opportunities to participate in a variety of activities, including:

- Conducting research to identify industry trends and best practices
- Developing and presenting instructional webinars
- Facilitating discussions during workshops and forums
- Providing coaching and mentoring services
- Consulting with clients on special projects
- Assisting with analysis, reporting and writing

#### QUALIFICATIONS:

The ideal candidate will possess the following characteristics:

- 8+ years of relevant experience, preferably in annual giving/educational fundraising
- Excellent presentation and communication skills
- Ability to organize and articulate thoughts and ideas in a clear and concise way
- Good writer
- Professional curiosity
- Time management skills
- Responsive and prompt
- Eye for details
- Can-do attitude
- Committed, loyal, and trustworthy
- Sense of humor
- Impressive professional and academic credentials

#### ABOUT AGN

As the world's leading resource for annual giving programs, AGN helps educational institutions develop sustainable sources of philanthropic support. We're proud to have served thousands of colleges, universities and independent schools through our recruiting, training, and consulting services, and through our membership program, which provides ongoing access to professional development. Learn more at [AnnualGivingNetwork.com](https://www.annualgivingnetwork.com)

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