

A Compendium of Transferable Skills

Instructions

Use the following compendium to identify candidates that may be qualified for a role in advancement but that come from outside of the profession. This compendium was compiled by EAB with input from 200+ advancement leaders.

Alumni Relations Director

Skills	<ul style="list-style-type: none"> • Board management • Communication (written and verbal) • Crisis communication • Leadership 	<ul style="list-style-type: none"> • Marketing • Prioritization • Public speaking • Relationship building
Characteristics	<ul style="list-style-type: none"> • Digitally savvy • Empathetic • Enthusiastic • Flexible • Goal oriented • Innovative • Mature 	<ul style="list-style-type: none"> • Patient • Positive attitude • Respectful • Self-motivated • Sociable • Strategic
Professions	<ul style="list-style-type: none"> • Advertising professional • Athlete • Communications professionals • Counselors • Customer service or relationship manager • Disney staff member • Event planner 	<ul style="list-style-type: none"> • Hospitality professional • Life coach • Lobbyist • Political campaign director • Principal • Public relations professional • Teacher

Annual Gift Officer (external)

Skills	<ul style="list-style-type: none"> • Cold calling 	<ul style="list-style-type: none"> • Communication (written & verbal)
Characteristics	<ul style="list-style-type: none"> • Analytical • Coachable • Active listener • Detail oriented • Engaging • Fearless 	<ul style="list-style-type: none"> • Goal oriented • Inquisitive • Planner • Self-confident • Self-manager • Tenacious
Professions	<ul style="list-style-type: none"> • Admissions counselor • Athlete (themselves or managers) • Canvasser • Market researcher professional • Paralegal 	<ul style="list-style-type: none"> • Political campaign director • Recruiter • Sales (general and real-estate) • Student affairs professional • Telemarketer

A Compendium of Transferable Skills (cont.)

Corporate Foundation Relation Officer		
Skills	<ul style="list-style-type: none"> • Communication (written and verbal) • Critical thinking • Negotiation 	<ul style="list-style-type: none"> • Project manager • Time management
Characteristics	<ul style="list-style-type: none"> • Active listener • Adaptable • Analytical • Business acumen • Collaborative • Detail oriented • Diplomatic 	<ul style="list-style-type: none"> • Innovative • Inquisitive • Problem solver • Professionally savvy • Self-confident • Tenacious • Trustworthy
Professions	<ul style="list-style-type: none"> • Career center staff • Community relations professional • Corporate relations professional • Customer service or relationship manager • Faculty (current, former, adjunct) • Foundation staff • Hospitality professional 	<ul style="list-style-type: none"> • Journalist • K-12 administrator • Lobbyist • Major Gift Officer • Market researcher • Non-profit professional • Project manager • Urban or regional planner

Major or Principal Gift Officer		
Skills	<ul style="list-style-type: none"> • Ability to close • Communication (written and verbal) 	<ul style="list-style-type: none"> • Negotiation • Relationship building
Characteristics	<ul style="list-style-type: none"> • Active listener • Adaptable • Calm under pressure • Collaborative • Courageous • Empathetic • Ethical • Flexible • Goal oriented • Innovative 	<ul style="list-style-type: none"> • Inquisitive • Patient • Positive attitude • Problem solver • Self-confident • Self-motivated • Self-starter • Story teller • Tenacious • Trustworthy
Professions	<ul style="list-style-type: none"> • Admissions counselor • Alumni relations professional • Athlete • Clergy or Pastor • Coach • Teacher (elementary) • Enrollment management professional • Hospitality manager • Journalist 	<ul style="list-style-type: none"> • Life coach • News reporter • Nurse • Political campaign director • Private wealth manager • Recruiter • Reporter • Sales (general and real-estate)

A Compendium of Transferable Skills (cont.)

Planned Gift Officer		
Skills	<ul style="list-style-type: none"> • Ability to prioritize for others • Case planning • Communication (written and verbal) • Contract negotiation • Critical thinking • Discussion facilitation 	<ul style="list-style-type: none"> • Document review • Follow-up • Marketing • Relationship building • Translator of complex ideas into simple ones
Characteristics	<ul style="list-style-type: none"> • Active listener • Analytical • Collaborative • Confidential • Detailed oriented • Integrity • Motivating 	<ul style="list-style-type: none"> • Patience • Problem solver • Sensitive • Social grace • Storyteller • Tenacious • Trustworthy
Professions	<ul style="list-style-type: none"> • Accountant • Clergy or pastor • Financial planner analyst • Hospitality professional • Sales (insurance) professional • Lawyer 	<ul style="list-style-type: none"> • Market researcher professional • Mediator • Minister • Paralegal • Social worker • Trust officer