



## Job/Position Description DEVELOPMENT OFFICER

### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position you should submit a [KWU Application](#), cover letter, resume/curriculum vitae, and your salary requirements. Please email your application materials to [ken.oliver@kwu.edu](mailto:ken.oliver@kwu.edu) (preferred method) or mail the same to The Office of Human Resources, Campus Box 33, Kansas Wesleyan University, 100 E. Claflin, Salina, KS 67401-6196. In your cover letter please pay special attention to matching your actual qualifications to the required qualifications listed in this Job Description. If emailing, make sure you reference the position title on the subject line of your email. No phone calls please.

The timeline for filling this job is:

- Applications will be taken until position is filled.
- Interviews will begin when qualified applicants are identified, and continue until the job is filled.

We will not check personal references or present and past employers without first notifying you of our intent to do so. KWU is an Equal Opportunity Employer.

### ADMINISTRATIVE INFORMATION

**JOB TITLE:** Development Officer

**JOB'S OPERATING GROUP:** Admissions & Advancement

**OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES:** The Admissions and Advancement team serves the mission of KWU by projecting an authentic and attractive institutional brand; identifying best-fit students and supporters, and cultivating them through trust-based relationships and recipient-centered communication.

**JOB'S DEPARTMENT:** Fundraising

**DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES:** To advance the mission of Kansas Wesleyan University through donor-centered fundraising.

**JOB'S DIRECT SUPERVISOR:** Senior Development Officer- Kenneth R. Oliver

**DATE JOB LAST REVIEWED OR ANALYZED:** April 2016. Vice President of Advancement: Dr. Melanie Overton and Director of HR: Frank Roth

**JOB'S EMPLOYMENT STATUS:** Staff, Full-Time, Exempt, At-Will

**JOB'S SALARY OR SALARY RANGE AND BENEFITS:** Salary to be determined at hiring based on the person's qualifications and experience. Please submit your desired salary with your application and supporting documents. Benefits are dependent on the job's employment class and employment status.

### JOB INFORMATION

**JOB SUMMARY:** Advance the mission of Kansas Wesleyan University through major gifts fundraising, including grants management.

**JOB WORKS WITH:** The Advancement Office staff of 5-8 people including 3-5 people who work directly in the fundraising Department. In addition, this job works with faculty and staff to analyze fundraising needs and opportunities, as well as with alumni and university donors.

**JOB'S STAFF AUTHORITY:** None

**JOB'S BUDGET AUTHORITY:** None

**JOB'S PHYSICAL WORKING CONDITIONS:** Approximately 50% of time spent in a temperature controlled office or on campus and 50% of the time out of the office or traveling.

**JOB'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** None

**POSITION'S EQUIPMENT:** University's phone system, personal cell phone, I-Pad or Laptop computer, University giving data base system.

**POSITION'S WORK SCHEDULE:** A flexible work schedule of approximately 40-45 hours per week requiring extensive travel, as well as working some nights and weekends to accommodate department and donor requirements.

**TRAVEL REQUIREMENTS:** Approximately 50% of work time will be spent traveling locally and nationally to meet with current and potential donors.

## JOB RESULTS, BEHAVIORS, AND PERFORMANCE MEASURES

### **JOB'S ESSENTIAL RESULTS, BEHAVIORS, AND PERFORMANCE MEASURES:**

- Develops and executes plans to enhance relationships with 75-90 prospective and current major gifts donors in order to increase their loyalty and overall giving. Respects confidentiality and carefully documents relationship progression. Conducts research on prospects, as needed. (70% of time)
- Serves as grants manager for major federal grant applications. (20% of time)
- Performs other duties as assigned by the Senior Director of Development. (10% of time)

### **SPECIFIC PERFORMANCE MEASURES USED TO JUDGE PERFORMANCE:**

- Increase retention and average gift size of donors in portfolio.
- Y1, make or cause to be made an average of 100 meaningful calls per year. A meaningful call is defined as one that creates opportunities for ongoing dialogue.
- Y1, make or cause to be made a minimum of 25 major/annual gifts (minimum of \$1,000, though at least half should be larger) solicitations per year from businesses and individuals, yielding 14-18 gifts.
- Y1, document 5 estate gifts.
- Identify 10-15 new individuals or organizations with the inclination and capability to be major gift prospects.
- Conduct personalized stewardship with all donors in the portfolio.
- Accomplishes professional development plan established by supervisor.

## JOB QUALIFICATIONS

### **EDUCATION:**

- MINIMUM REQUIRED: Bachelor's Degree
- PREFERRED: None

### **CERTIFICATIONS AND LICENSES:**

- MINIMUM REQUIRED: None
- PREFERRED: Certified Fund Raising Executive (CFRE)

### **WORK EXPERIENCE:**

- MINIMUM REQUIRED: Two-three years of fundraising experience.
- PREFERRED: One or more years in higher education.

### **KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:**

- MINIMUM REQUIRED
  - Commitment to the philosophy of private higher education and the mission of the University.
  - Knowledge and understanding of non-profit fundraising programs. Basic understanding of planned and deferred giving.

- Ability to be successful with minimum supervision.
  - Ability to organize, lead and establish & manage a work timeline.
  - Strong communication and relationship skills.
  - Ability to travel up to 50% of the time. Some evening and weekend work is required.
  - Have or be able to obtain a valid driver’s license.
  - Have or be able to obtain a cell phone.
- PREFERRED
    - Demonstrable grant-writing experience.

**NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS**

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of the University, all employees of Kansas Wesleyan are considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered to be “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. In order to fulfill its mission as a Christian institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.

**AGREEMENT SIGNATURES**

This Job Description is to be reviewed and revised as necessary, performance standards set, and the Job Description signed during the first week of employment and at every “formal performance review” following employment.

Employee’s Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I have read, understand, and accept this Job Description and more specifically the results, behaviors, measures of performance and performance standards associated with this job, and agree to be held accountable for successfully completing the same.

Direct Supervisor’s Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

A copy of this signed Job Description is to be retained by both the employee, their supervisor, as well as a signed copy placed in the employee’s Personal Performance File maintained by the employee’s operating group.