



Job/Position Description

Senior Director of Development

ADMINISTRATIVE INFORMATION

JOB TITLE: Senior Director of Development

JOB'S OPERATING GROUP: Admissions and Advancement Division

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: Advancement/Fundraising

DEPARTMENT'S PURPOSE AND MAJOR RESPONSIBILITIES: Advance the mission of KWU through donor-centered fundraising.

JOB'S DIRECT SUPERVISOR: Vice President of Admissions and Advancement: Dr. Melanie Overton

DATE JOB LAST REVIEWED OR ANALYZED: July 2018. Vice President of Admissions and 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 multiple fundraising avenues.

JOB WORKS WITH: The Advancement 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: Alumni Engagement Officer, Development Officers

JOB'S BUDGET AUTHORITY: None

JOB'S PHYSICAL WORKING CONDITIONS: Approximately 50% of time spent in a temperature controlled office environment and 50% of the time spent in a travel environment.

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 database 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:

- Collaborates with the Office of the President, the Vice President of Admissions & Advancement and Senior Director of Marketing & Communications to determine yearly fundraising goals, plans and approaches for each revenue source (Annual Fund, Phonathon, Major Gifts, Special Projects, Grants and Capital Campaign).

- Leads a team of development officers. Oversees progression in all development officer portfolios and facilitates growth of each officer in collaboration with the team; assigns identified prospects; manages prospect research.
- Works closely with the Foundation Board and Heritage Committee.
- Spearheads recruitment and recognition for the Pioneer Society annual giving club, the Corporate Circle, and the Heritage Society planned giving club using all available avenues.
- Develops and executes plans to enhance relationships with up to 100 prospective and current major gift donors in personal portfolio to increase their loyalty and overall giving. Respects confidentiality and carefully documents relationship progression.
- Oversees all donor stewardship processes; suggests new and improved efforts.
- Oversees Alumni Visit Day, Golden W event (50th Reunion Class), Alumni Awards ceremony and dinner, Pioneer Society Social, Annual (Endowed) Scholarship Luncheon, invitation lists for various other events.
- Supervises Development Officers and Alumni Engagement Officer; complete annual evaluations of supervised employees, and document progress of their individual and departmental goals.
- Performs other duties as assigned by the Vice President of Advancement.

SPECIFIC PERFORMANCE MEASURES USED TO JUDGE PERFORMANCE:

- Meet fundraising goals for Annual Fund, Major Gifts, Phonathon, Planned Gifts, Endowed Scholarships and Grants, and Alumni Association Membership goals.
- Increase the number of acquired, retained and renewed donors each year..
- Y1, make at least 80 unique donor visits per year. Each visit is defined as one that creates opportunities for ongoing dialogue. (100 in Y2)
- Y1, make or cause to be made a minimum of 10 major gifts (\$5,000) solicitations per year, yielding 4-5 gifts. (15 solicitations and 8-10 gifts in Y2)
- Continuously identify new individuals and organizations with the inclination and capability to be major gift prospects, corporate donors or funding foundations.
- Increase year over year number of participants in Pioneer Society.
- Increase year over year number of participants in Heritage Society.

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: Five+ years of fundraising experience.
- PREFERRED: One or more years in higher education. Experience with staff supervision.

KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA’s:

- MINIMUM REQUIRED
 - Commitment to the philosophy of private higher education and the mission of the University.
 - Expertise in non-profit fundraising programs, including 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 COMPREHESIVE 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.