



Position Description

Assistant Vice President of Development and Alumni

APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to hr@kwu.edu.

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as September 9, 2024.

KWU is an Equal Opportunity Employer and encourages diversity in employment. We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

ADMINISTRATIVE INFORMATION

POSITION TITLE: Assistant VP of Development and Alumni

POSITION'S OPERATING GROUP: Advancement Division

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

POSITION'S DEPARTMENT: Advancement and Alumni

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

POSITION'S DIRECT SUPERVISOR: Executive VP of Advancement and University Operations and Administrator of the KWU Foundation

DATE POSITION LAST REVIEWED OR ANALYZED: August 2024. Revised by Executive VP of Advancement and University Operations and Human Resources

POSITION'S EMPLOYMENT STATUS: Staff, Full-Time, Exempt/Salaried, At-Will

POSITION'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 available to all full-time employees.

POSITION INFORMATION

POSITION SUMMARY: Advance the mission of Kansas Wesleyan University through multiple fundraising avenues.

POSITION WORKS WITH: The Advancement staff of 5-8 people including 2-3 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.

POSITION'S STAFF AUTHORITY: Alumni Engagement Officer, Development Officers, Graduate Assistants & Student Interns.

POSITION'S BUDGET AUTHORITY: None

POSITION'S PHYSICAL WORKING CONDITIONS: Approximately 50%-60% of time spent in a temperature-controlled office environment and 50-60% of the time spent in a travel environment.

POSITION'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 plus additional hours as required by university and group needs, requiring extensive travel, as well as working some nights and weekends to accommodate department and donor requirements.

TRAVEL REQUIREMENTS: Approximately 50%-60% of work time will be spent traveling locally and nationally to meet with current and potential donors.

POSITION RESULTS, BEHAVIORS, AND PERFORMANCE MEASURES

POSITION'S ESSENTIAL RESULTS, BEHAVIORS, AND PERFORMANCE MEASURES:

- Lead staff member for all donor development and stewardship processes; suggests new and improved efforts.
- Oversees Endowed Scholarships, Vainer Scholars Event, Thank-a-Thon.
- Develops and executes plans to enhance relationships with up to 200 prospective and current major gift donors in personal portfolio to increase their loyalty and overall giving. Respects confidentiality and carefully documents relationship progression.
- Develop and implement a yearly operating plan to include goal setting, action items, and delivery dates.
- Assist with the management and expansion of the University's comprehensive marketing, solicitation, and stewardship of major and estate gifts from individuals.
- Assist in the collaborates with the Office of the President, Advancement and Marketing & Communications to determine yearly fundraising goals, plans and approaches for each revenue source (Annual Fund, Phon-a-Thon, Thank-a-Thon, Giving Tuesday, Scholarship Gala, Wesleyan Wednesday Major Gifts, Special Projects, Grants, Match Madness and Capital Campaign).
- Assists recruitment and recognition for the Pioneer Society annual giving club.
- Assists the Advancement staff in the progression in all development officer portfolios; assigns identified prospects; manages prospect research.
- Assist in all university events including but not limited to – Homecoming, Spring Alumni, Family and Community Weekend, Scholarship Gala, , Golden W event, Class Reunions, Pioneer Society, NWTY, Alumni Awards, President's Pavilion, Hall of Fame, Kirwan House events, and invitation lists for various other events.

SPECIFIC PERFORMANCE MEASURES USED TO JUDGE PERFORMANCE:

- Assist in meeting fundraising goals for Annual Fund, Major Gifts, Phon-a-thon, Planned Gifts, Endowed Scholarships and Grants, and Alumni Association & Parent/Family Membership goals.
- Assist in Increasing the number of acquired, retained and renewed donors each year.
- Y1, make at least 75-100 unique donor visits per year. Each visit is defined as one that creates opportunities for ongoing dialogue. (100-125 in Y2)
- Y1, make or cause to be made a minimum of 25-40 major gifts (\$5,000) solicitations per year, yielding 10-20 gifts. (30-45 solicitations and 15-25 gifts in Y2)
- Continuously identify new individuals and organizations with the inclination and capability to be major gift prospects, corporate donors or funding foundations.
- Assist in Increasing year over year number of participants in Pioneer Society.
- Assist in the Salina community partnerships on special projects.

POSITION QUALIFICATIONS

EDUCATION:

- MINIMUM REQUIRED: Bachelor's Degree
- PREFERRED: Master's Degree

CERTIFICATIONS AND LICENSES:

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

WORK EXPERIENCE:

- MINIMUM REQUIRED: 5+ 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 and manage a work timeline.
 - Persuasive communication and relationship skills.
 - Ability to travel up to 70% of the time. 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.

NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB/POSITION DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS POSITION. 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 to be 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 United Methodist affiliated 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.
6. All items created by this position are the sole property of Kansas Wesleyan University.