

Development Officer

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 received by June 30, 2026, will be given priority. 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 possible.

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.

Location: Advancement Office

Overview: Kansas Wesleyan University seeks a relationship-focused and results-driven Development Officer to advance the University's mission through major gift fundraising, donor stewardship, prospect development, and grant management. Reporting to the Vice President of Advancement, this position is responsible for cultivating and managing relationships with alumni, friends, businesses, foundations, and other supporters who have the capacity and inclination to make significant philanthropic investments in the University.

The Development Officer will manage a portfolio of major gift prospects and donors, identify new funding opportunities, support grant initiatives, and execute strategic fundraising activities that increase donor engagement, retention, and giving.

The Advancement team serves the mission of Kansas Wesleyan University by projecting an authentic and compelling institutional brand, identifying best-fit supporters, and cultivating trust-based relationships through donor-centered communication and stewardship.

The Fundraising Department advances the University's mission through philanthropic support that strengthens student success, academic excellence, and institutional growth.

Work Schedule

This position requires a flexible schedule averaging 40–45 hours per week. Evening and weekend work is periodically required to accommodate donor meetings, University events, and fundraising activities.

Travel Requirements

Approximately 50% of work time involves local, regional, and national travel to meet with current and prospective donors, attend University functions, and support fundraising initiatives.

Work Environment

The position operates approximately 50% of the time in a climate-controlled office or on campus and 50% of the time traveling or working off campus. The role utilizes the University database system, laptop or tablet, University phone system, and personal cell phone.

Salary & Benefits: Salary rate is dependent upon the successful candidate's experience and qualifications. Benefits are available for full-time employees.

Key Responsibilities**Major Gift Fundraising and Donor Development (70%)**

- Develop and implement cultivation, solicitation, stewardship, and engagement strategies for a portfolio of 75–100 current and prospective major gift donors.
- Build and strengthen relationships that increase donor loyalty, engagement, and philanthropic support.
- Conduct prospect research and qualification activities to identify donor interests, giving capacity, and engagement opportunities.
- Initiate and maintain meaningful donor contacts through in-person visits, virtual meetings, phone calls, and correspondence.
- Solicit major, annual, and planned gifts in support of University priorities.
- Maintain strict confidentiality regarding donor information and University business.
- Accurately document donor interactions, cultivation strategies, and relationship progression within the University's CRM system.

Donor Stewardship and Advancement Operations (15%)

- Maintain complete and accurate donor records.
- Develop donor communication strategies supporting solicitation, stewardship, and recognition efforts.
- Coordinate personalized stewardship activities that demonstrate donor impact and appreciation.
- Collaborate with Advancement colleagues, faculty, and staff to support fundraising initiatives and donor engagement opportunities.

Grants Research and Development (10%)

- Research, evaluate, and recommend grant opportunities that align with University funding priorities.
- Assist with grant proposal development and application processes.
- Monitor grant opportunities, deadlines, reporting requirements, and funding trends.

Other Responsibilities (5%)

- Perform additional duties and special projects as assigned by the Vice President of Advancement.
- Participate in University events and professional development activities.

Performance Expectations: The successful candidate will demonstrate measurable success in the following areas.

Donor Retention and Growth

- Increase donor retention by 5% and average donor gift size in the portfolio by 10%.

Donor Engagement

- Complete 120–150 meaningful donor contacts annually (approximately 10–13 per month).
- Ensure contacts are substantive, two-way interactions that strengthen donor relationships and create opportunities for ongoing dialogue.

Solicitation Activity

- Complete at least 50 major and annual gift solicitations each year for gifts of \$1,000 or more.
- Ensure at least 50% of solicitations are for gifts exceeding \$1,000.
- Achieve a solicitation success rate of 50–60%, resulting in 25–30 secured gifts annually.

Fundraising Results

- Influence and secure between \$400,000 and \$800,000 in annual gifts and commitments.

Planned Giving

- Document 3–5 new planned or estate gift expectancies (confirmed donor intentions).

Prospect Development

- Identify and qualify 10–15 new major gift prospects annually.
- Maintain complete prospect records and engagement plans within the University's CRM system.

Execute Personalized Donor Stewardship

- Provide a minimum of two personalized stewardship touchpoints annually for each donor in the portfolio (e.g., thank-you calls, impact reports, handwritten notes, or visits).
- Maintain 100% documentation of all stewardship activities in the CRM system.

Professional Development

- Successfully complete professional development goals established in collaboration with the Vice President of Advancement.

Qualifications

- **Education:** Bachelor's degree from an accredited institution.

Experience

- **Minimum required:** Two to three years of fundraising experience.
- **Preferred:** One or more years of higher education fundraising experience. Certified Fund Raising Executive (CFRE) credential. Demonstrated grant-writing experience. Experience working with donor management or CRM systems.

Knowledge, Skills, and Abilities

- Ability to maintain the confidentiality of sensitive information and exercise discretion in handling private matters.
- Commitment to the mission of Kansas Wesleyan University and the value of private higher education.
- Knowledge of nonprofit fundraising principles and practices.
- Basic understanding of planned and deferred giving strategies.
- Strong interpersonal, communication, and relationship-building skills.
- Ability to work independently with minimal supervision.
- Excellent organizational, project management, and time-management skills.
- Ability to manage multiple priorities and meet deadlines.
- Ability to travel up to 50% of the time.
- Availability for occasional evening and weekend work.