



## Development Officer (2 positions)

**Department:** Advancement

**Recruitment #:** S1855

**Closing Date:** Preference will be given to applications received by **August 13, 2018**. Position open until filled

Western Oregon University/WOU Foundation is looking for two enthusiastic, relationship-oriented Development Officers that are passionate about higher education. These are new, full-time, 12-month, annually renewable, unclassified positions. Candidates should be self-starters that enjoy meeting with and building relationships with a diverse set of donors. The candidate should have experience with sales and development-based approaches to fundraising, which involve reaching out/meeting with prospects and investors and generating results from those conversations. The candidate is responsible for securing funding for a changing set of projects and initiatives to support Western Oregon University. The successful candidate will enjoy learning about all facets of WOU and will own a portfolio of prospects and investors. The candidate will be responsible for actively using a customer relationship management database and meeting monetary goals.

### MINIMUM QUALIFICATIONS

- Bachelor's degree
- Minimum 3 years of full-time professional work experience in a non-profit, fundraising, or relationship based in-person sales.
- Strong interpersonal, organizational, and communication skills
- Ability to obtain and retain an Oregon Driver's License

### Preferred Qualifications:

- Master's degree
- Professional fundraising experience in a higher education environment
- Raisers Edge/RE NXT certificates

### Working conditions

- Ability to easily navigate stairs (2<sup>nd</sup> floor office with no elevator access)
- Ability and willingness to travel by car, train, and/or plane
- Ability and willingness to work evenings and weekends, as needed

**\*\*A criminal background check will be required as a condition of employment**

***We are not considering candidates who require Visa sponsorship support. Additionally, the University typically only considers visa support for employees placed in specialized positions that are continuing regular University appointments.***

### DUTIES AND RESPONSIBILITIES

#### Solicitation

- Develop strategies, prepare materials and provide donors with specific information that lead to successful asks; Maintain a clear understanding of the University's goals and programs; Achieve personal fundraising goals based on prospect lists and current campaigns

#### Cultivation/Stewardship

- Manage a portfolio of 200+ leadership/major gift prospects; Build relationships and connections that lead to meaningful solicitations; Maintain detailed records of donor interactions; Provide quality acknowledgement, recognition, and reporting to maintain long-term donor relationships

### Identification

- Research, identify, and qualify individual and corporate major gift prospects; Remaining visible and “cold-calling” prospects to reach goals

### Customer Service

- Interact regularly with faculty, students, and staff to gather information and develop messages for fund-raising activities and campaigns; Carry the message of the University to outside groups, especially to alumni and community leaders who will be assisting in achieving campaign goals and to corporations and businesses to build interest in WOU.

## **APPLICATION PROCESS**

*You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)*

### **Required Application materials (PDF preferred):**

- 1) WOU Employment Application form (available at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp))
- 2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references
- 5) Copy of unofficial transcript for highest degree earned

*As an alternative, you may submit application materials to:*

**S1855, Development Officer**, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to [employment@wou.edu](mailto:employment@wou.edu); **OR** fax to: 503-838-8144.

**Western Oregon University is an AA/EO/Veteran/Disability employer  
committed to increasing the diversity of its workforce.**