



JOB DESCRIPTION

TITLE: Regional Development Director – Tri Cities, Washington (Part-time status)

COLLEGE/SCHOOL/DEPT: Advancement Office

DATE PREPARED: January 24, 2019

REPORTS TO: Vice President for University Advancement

FLSA: Exempt

POSITION SUMMARY:

The Office of University Advancement carries out the fundraising efforts for the University. This position works closely with the VP of University Advancement to secure funds for the organization by managing a group of assigned donors assuring that as many as possible are retained as continuing donors to the University and are upgraded in their giving and involvement in accordance with their values in alignment with the strategic initiatives of Heritage University. The Regional Development Director should excel in managing relationships as well as providing outstanding customer service, and should be an enthusiastic professional with the highest standards of excellence. This position will require some weekend and evening work, in addition to local, regional, and occasional national travel. This position will work generally across the Tri Cities region of Washington from a home-based office with occasional trips to the Heritage University main campus in Toppenish, Washington.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Will establish and maintain a donor cultivation cycle and gift stewardship program to ensure new major donors are developed, have the opportunities to increase their level of support annually, and maintain a close relationship with the University.
2. Will create individual goals for each person in his or her portfolio based on the donor's history of giving and the organization's knowledge of that donor's potential.
3. Will create a plan for each donor that will serve as a foundational communication and marketing plan for each person in the portfolio. Will faithfully and on a timely basis execute that plan so individuals in the portfolio are retained and upgraded.
4. Will work with University personnel to secure appropriate project information necessary to create proposals and asks that will be communicated to persons in the portfolio to secure gifts.
5. Will prepare written materials, including correspondence, solicitation materials, acknowledgements, and regular communications as part of the stewardship program.
6. Will create monthly reports as required by management that accurately reflect caseload activity and performance.
7. Will perform other major donor activities as required.
8. Will represent Heritage University in the most positive manner with prospective, former and current students, donors, clients, suppliers and the community we serve. Interact effectively with a diverse group of faculty, staff, students and other customers of our services, learn and use operating practices of the department and Heritage University.
9. Uphold the Heritage University Mission Statement.
10. Handle confidential information for donor and student records with tact, discretion and in compliance with FERPA regulations
11. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

A. **Knowledge:**

- 7-10 years of fundraising experience.
- Bachelor's degree required.

B. **Skills:**

- Proficiency in Raiser's Edge Fundraising Software.
- Excellent communication skills, including writing, proofreading, and speaking.
- Excellent interpersonal skills both in person and by phone and by email.
- Ability to act independently and exercise sound judgment.
- Attention to detail, able to perform under pressure.
- Experience managing budgets.
- Ability to manage multiple projects and work assignments that requires assistance from a variety of staff and volunteers.
- Ability to motivate and work effectively with groups and individuals.
- Able to maintain confidential information.
- Proficient in MS Office.

APPLICATION INFORMATION AND DEADLINE Interested and qualified applicants may submit the following:

- Letter of Interest
- Resume
- List of References (*names, addresses & phone numbers of 3-5 current professional references*).
- HU Employment Application LINK:HU App

Review of applications will begin immediately and will continue until the position is filled.

To apply, please email application material to: Humanresources@heritage.edu or Heritage University Office of Human Resources 3240 Fort Road Toppenish, WA 98948